Policy Summary

Board of Regents' policy calls for a written system of faculty evaluations by students with the improvement of teaching effectiveness as a major focus. The University has stipulated that these shall occur online.

Full Policy Text

Whereas the University should utilize only one method of evaluation,

whereas more than twice as many students are enrolled in classes using online evaluation than in classes using paper evaluation,

whereas the online method of student evaluation insures that all instructors required to be evaluated will be evaluated,

whereas in its implementation the online method of student evaluation is more efficient and less likely to result in lost or unusable evaluations, and

whereas the online method of evaluation is more likely to result in thoughtful and legible written responses, the University Senate enacts the following resolution:

1. The University shall use an online procedure for all student evaluations of instruction in all classes effective Maymester 2004 unless an online procedure isn’t available for a particular course. The University shall provide technical support for only the online method of evaluation.

2. With the implementation of online evaluations for all classes, the policy of the University shall be to evaluate all classes each semester or teaching period.

3. The procedure for the implementation of online evaluation shall be as follows:
   - In order for a student to access his/her grade for a particular course, the student must have either filled out an online course evaluation or actively selected a "do not wish to participate" option at the online evaluation site.
   - In no case will a student be allowed to fill out or alter an online evaluation after the grade is viewed.
   - The evaluation period for a regular semester (i.e., Spring and Fall) will begin two weeks before classes end and end five days after course grades become available to students. The evaluation period for all other terms will begin one week before classes end and end five days after course grades become available to students. After the evaluation period the course evaluation ratings
will be tabulated and no further evaluations will be included in the overall evaluation of the
course. The students, however, will still be required to fill out an evaluation to view their
grade, but the evaluation will not count. After the two week period any comments received
would be for the enrichment of the instructor only.

Administration of Policy

Mandating Authority:
University Senate (Faculty Affairs Committee)

Responsible Office(s):
Office of the Registrar, 2nd floor Sparks Hall, 3-2275

Responsible Executive(s):

Policy History

Approving Body: Senate

Rationale or Purpose

Currently, instructors do not receive results of Student Evaluation of Instructors until after the next
semester begins. Often, an instructor will use student evaluations as information to improve and/or
make changes to his or her course(s). If an instructor does not receive her/his evaluations until after
the semester begins, it becomes virtually impossible for the instructor to use student feedback to
integrate student-suggested changes. Contributing to this problem may be the length of time students
have to fill out the online forms.

Additional Information

Results of these evaluations will be made available to instructors within three days of the completion
deadline.

Policy approved by University Senate Faculty Affairs Committee April 29, 2004

Additional Helpful Resources

Board of Regents Policy Manual: http://www.usg.edu/policymanual/