

## **Student Course Evaluation Process**

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

Student course evaluations are to be administered for each course during the final two weeks of each semester and summer session. In addition to the Associate Dean's memorandum of instruction, the evaluation packet contains a course evaluation questionnaire, Scantron answer form to be completed with a #2 pencil, and a student comment form for completion by the students.

The faculty member should administer the evaluations exactly as directed in the Associate Dean's instructions. A student selected by the instructor will administer the evaluations and bring the completed packet back to the Dean's office for processing. The packet is then delivered to the appropriate secretary in the Dean's office or the originating faculty secretary as deemed appropriate. Evaluations for evening classes are delivered to the library's circulation desk for their prompt forwarding to the College of Business.

The quantitative data on the Scantron forms is scanned into a computer; the results are tabulated and summarized by personnel of the University's Office of Academic Testing. The students' responses to the open-ended questions are typed by a departmental secretary so that the student's handwriting is not detectable.

After both parts of the evaluation have been compiled, the results are given to the Dean, the Department Chair, and the individual instructor for review.

The results are generally discussed with the faculty member during the annual performance review, and a copy is kept in the faculty's personnel file in the Dean's office. When needed or if warranted the results may be discussed by the department chair with the individual faculty member immediately. From time to time, the Dean refers comments to the chairs to discuss and clarify with appropriate faculty.