Student Evaluation of Courses

UNIVERSITY POLICY #215

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SECTION 1: Provisions

1.1 Student evaluation of courses shall be utilized for faculty evaluation and for the improvement of instruction. Summaries of the completed evaluations will go directly to the faculty member concerned as well as the appropriate program director, department chair, college/school dean, and the Provost.

1.2 Data files of the student evaluation of courses will be maintained in the Office of Institutional Research and Effectiveness as required by WLU Policy.

SECTION 2: Guidelines

2.1 The following guidelines are to be followed by each instructor.

2.1.1 Set aside 15-20 minutes of a class period in the last three weeks of the semester for student course evaluation. Evaluations are to be conducted prior to final exam week.

2.1.2 Announce to the class that a portion of a class meeting during the last three weeks will be set aside for course evaluation. This announcement should be made far enough in advance that all students are aware of this and other opportunities to evaluate the course.

2.1.3 Ensure that students are provided with the information and instructions necessary to complete the course evaluation survey.

2.1.4 The instructor of the course being evaluated MUST NOT BE PRESENT WHILE STUDENTS ARE COMPLETING THE SURVEY beyond providing any necessary information and instructions at the beginning of the evaluation. An administrator, staff member or other faculty member must serve as a proctor if one is deemed desirable by the course instructor or an appropriate administrator.

2.1.5 Access to and instructions for course evaluations for 100% online courses will be provided to students through the learning management system.

2.1.6 Course evaluations for summer and other accelerated courses will be conducted during the last week of the session.