


THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: October 12, 2011
To: Members of the Faculty
From: Carolyn Newton 
Subject: Student Evaluation of Courses

Faculty Requirement

By a faculty vote taken in April 2003, each faculty member is required to solicit student evaluations of courses each calendar year. Faculty members are encouraged to submit evaluations for all of their courses, but at a minimum, faculty members teaching full time are required to submit in each calendar year a minimum of **two** sets of evaluations representing two different courses or two sections of one course. Please remember that the evaluations of First-Year Seminar provided to the Dean for Curriculum and Academic Engagement to assess the FYS program are not to be used to meet this requirement, though you may choose to submit one of the traditional course evaluation forms too. Members of the faculty teaching less than full time or who are on leave for one semester should adjust the requirement proportionately, with a minimum requirement of one set of evaluations each year. **Please note: As required by their signed contract and in keeping with faculty legislation on student evaluations, adjunct members of the faculty are required to submit evaluations for all courses taught.**

We welcome you to pursue the online course evaluation option. Faculty will be provided more information shortly on how to make use of this option, including how to use the online system to include course reflections and any chair responses.

If you choose to conduct paper evaluations, you may choose from among the four standard forms (labeled A, B, C or D), use the form designed by the task force on course evaluations, or design your own form. You also may request special forms for the evaluation of I.S. or advising. All forms are available for review in the office of the Provost or on the web at <http://www.wooster.edu/Academics/Academic-Affairs/Faculty-Resources>. Please download the forms or order copies by contacting Dottie Sines. In accordance with faculty legislation, the procedure for administering the forms is as follows:

Evaluations completed outside of class: "Take home" evaluations may be distributed by you in class but should be mailed or submitted in person to the department administrative coordinator or chairperson (as arranged) and forwarded to you only after your grades have been submitted.

Evaluations administered in class: You may distribute the forms but should **not** be present when they are completed or collected. The evaluations should be collected by a department administrative coordinator, student assistant, teaching apprentice or faculty colleague; placed in a clearly identified manila envelope; and forwarded to you only after your grades have been submitted. Students may **not** be required to complete the evaluations nor be asked to fill out the evaluations during a final exam.

After reading your evaluations, it is your responsibility to summarize the results (if using the online course evaluation system, you may use the summaries provided by the software). Regardless, you should write a reflective analysis of them and forward the evaluations and your summary/reflection to the chair of your department. When you have done so, we ask that you submit the attached Faculty Member Evaluations to Chair Form to my office to let us know that you have indeed submitted these items to your chair. **The deadline for providing your chair with this information for fall 2011 is March 15, 2012.** The chair should add his or her Department/Program Chair's Acknowledgment of Faculty Evaluations and Summaries form (attached), then

send the complete package to my office. (Chairs, please note that the request you will receive later for evaluation of the performance of adjunct teaching staff is a separate procedure from student evaluations.) The package should consist of the student evaluations, the instructor's summary and reflection, and the Chair's Acknowledgment of Faculty Evaluations and Summaries form. This is due in my office by **Friday, April 6, 2012.**

Use of the Evaluation Forms by Teaching Staff and Tenure

Role of the forms: Teaching Staff and Tenure is aware that there is some uncertainty among the faculty over the student evaluations of courses, the faculty and chair summaries of the evaluations, and the role of all three in the annual faculty review process. The Committee would like to assist the faculty by offering some perspective from its experience. TS&T recognizes that student course evaluations serve multiple purposes, providing both formative and summative feedback to individual members of the faculty, as well as to department chairs. For the Committee, the evaluations and summaries are also important to its carrying out its Statutory responsibility to evaluate each faculty member annually.

Due to the autonomy we give faculty members in designing evaluation forms, Teaching Staff sees a wide range of evaluation. Given this diversity, it would be extremely helpful to the Committee if all forms included some attempt to measure the following items:

- Instructor: e.g., knowledgeability, preparedness, availability, clarity
- Classroom dynamics: e.g., respectful environment, challenging, engaging
- Does the course meet its intended goals?
- Overall rating of the course
- Overall rating of the instructor

Because students may not interpret items or use response options in the way that faculty members expect, we strongly encourage faculty members to be thoughtful when using self-designed forms, to check the evaluation forms available on the Provost's website, and to seek feedback if they have questions about the adequacy of the form they are using.

Summaries: TS&T does look at the individual evaluations, but it also finds the summary to be extremely useful. For the Committee the purpose of the summary is trifold:

- To give background information
- To summarize results of evaluations
- To provide some interpretation

Background information should include the course number and name, the semester in which the class was taught, the name of the instructor, the number of evaluations, and the number of students enrolled in the course.

Summary: When rating scales are used, then some numerical summaries are appropriate. If all items are qualitative, it is still possible to provide summaries. What comments are included most often? How many times was a particular comment given?

The faculty member is the person responsible for providing the summary. There is no need for the summary to be longer than a page or two. The reflection should not be a verbatim repetition of the data, but a reflective analysis involving the context of the course, any changes over time, how student responses reflect accurately what happened in the class, how you respond to students, and changes made as a result of the feedback.

We hope these recommendations will assist you with your evaluations, and we welcome any questions about the process.



Faculty Member Evaluations to Chair Form

By signing below, the faculty member acknowledges that he/she has submitted this semester's course evaluations and accompanying summary to the department/program chair.

Name of Faculty Member: _____

Department: _____

Course Number: _____

Course Name: _____

Semester/Year: _____

Date Evaluations Sent to Chair: _____

Today's Date: _____

Faculty Member's Signature: _____

Optional Comments:

Please submit to the Office of the Provost.



Department/Program Chair's Acknowledgment of Faculty Evaluations and Summaries

By signing below, the Chair acknowledges that the attached evaluations and summary have been read and, as appropriate, discussed with the faculty member who submitted them. It is understood that the absence of optional comments indicates agreement with and endorsement of the faculty member's own summary and conclusions.

Name of Faculty Member: _____

Department: _____

Course Number: _____

Course Name: _____

Semester/Year: _____

Date Evaluations Received: _____

Today's Date: _____

Chair's Signature: _____

Optional Comments: