
THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: May 2, 2013
To: Members of the Faculty
From: Carolyn Newton 
Subject: Student Evaluation of Courses

Requirement

By a faculty vote taken in April 2003, each faculty member is required to solicit student evaluations of courses. You are encouraged to submit evaluations for all of your courses, but faculty members teaching full time are required to submit in each calendar year a minimum of two sets of evaluations on two different courses or two sections of one course. The evaluations of First-Year Seminar provided to the Dean for Curriculum and Academic Engagement are not automatically to be used to meet this requirement, though you may choose to also submit one of the traditional course evaluation forms or allow your department or TS&T to have access to the common form. Members of the faculty teaching less than full time or on leave for one semester are required to submit one set of evaluations each year. Adjunct members of the faculty are required to submit evaluations for all courses taught.

Online

We welcome you to pursue the online course evaluation option, which is accessed here:
<http://teachingandlearning.spaces.wooster.edu/teaching-resources/course-evaluations/>.

Forms

If you prefer to conduct paper evaluations, you may choose from four standard forms (A, B, C or D), use the form designed by the course evaluations task force, or design your own. There also are special forms for the evaluation of I.S. or advising. All forms are available at <http://www.wooster.edu/academics/affairs/faculty/evaluation/info> or you may order them from Dottie Sines.

Administering

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 submitted 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 the administrative coordinator, student assistant, teaching apprentice, or faculty colleague; placed in a labeled 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 complete them during a final exam.

Submission

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). You should write a reflective analysis. This summary/reflection need be no longer than a page or two. It should not be a verbatim repetition of the data, but an 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.

May 2, 2013
Members of the Faculty
Page Two

Then please forward the evaluations and your summary/reflection to your department chair. You may then submit, if you wish, the Faculty Member Evaluations to Chair Form (attached) to my office to let us know that you have submitted them to your chair. The deadline for providing your chair with your evaluations and summary/ reflection for spring 2013 is June 10, 2013. The chair should add his/her Department/Program Chair's Acknowledgment of Faculty Evaluations and Summaries form (attached), then send the complete package (the evaluations, the instructor's summary/reflection, and the Department/Program Chair's Acknowledgment of Faculty Evaluations and Summaries form) to my office. This is due in my office by August 16, 2013. Both of the aforementioned forms are available in fillable format at <http://www.wooster.edu/academics/affairs/faculty/evaluation/evaluation>.

Use of Evaluations by TS&T

Teaching Staff & Tenure Committee recognizes that student course evaluations serve multiple purposes, providing both formative and summative feedback to individual faculty members and to department chairs. The evaluations and summaries are also important to the Committee in carrying out its Statutory responsibility to evaluate each faculty member.

Due to the autonomy given faculty members in designing evaluation forms, TS&T 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. When rating scales are used, 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?

TS&T looks at the individual evaluations but also finds the summary/reflection to be extremely useful in:

- Giving background information
- Summarizing results of evaluations
- Providing some interpretation

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

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Attachments



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:

Optional: 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: