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Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 7, Student Opinion of Instruction

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Departments

Effective: October 10, 1987 Issued: October 10, 1987

Last Revised:

Next Review Date:

Student Opinion of Instruction

Policy Statement

1. Each academic department shall be given primary responsibility of administering the IDEA Evaluation Program and/or another evaluation questionnaire for student opinion of instruction chosen by the department.
2. Student opinion of instruction is required for all full-time, tenured and non-tenured faculty including administrators who teach.
3. All full-time, nontenured faculty members shall have the IDEA or other systematic student opinion questionnaire administered in at least two fall semester classes and two spring semester classes each year. These shall be four different courses when possible.
4. All full-time, tenured faculty members shall have the IDEA or other systematic student opinion questionnaire administered in at least one fall semester class and one spring semester class each year. These shall be two different courses when possible.
5. Student questionnaires, in addition to those mentioned in Items 3 and 4 above, may be required by the academic department.
6. Student opinion questionnaires shall be administered at a time chosen by the instructor, provided that it is after midterm and prior to final examination week.
7. Student opinion questionnaires shall not be administered by nor in the presence of the instructor. The instructor shall have no access to the completed questionnaires or answer sheets (including any written student comments) until the semester has officially ended.
8. The Office of Institutional Research shall be responsible for acquisition, distribution, and security of the IDEA evaluation forms and the appended questionnaire and for distribution of IDEA evaluation reports and appended questionnaire reports.
9. Departments using the IDEA Program may decide to use either the long or short forms of that instrument.
10. An additional sheet of paper on which students may add comments will be provided to each student evaluator.
11. For departments choosing that instrument, IDEA shall furnish two copies of the Diagnostic Summary Report. The Office of Institutional Research shall distribute one copy to the instructor and one copy to the chair of the department in which the instructor teaches.
12. Each department chair shall maintain a file on each instructor containing either IDEA diagnostic reports or other student opinion instruments for at least the last three years of employment, and this file shall be routinely submitted to departmental promotion and tenure and merit pay committees at the time for consideration of these matters. The file shall also be made available to the college promotion and tenure committee upon the request of either the instructor or the committee.
13. Each instructor shall have access to his/her own student opinion file and each semester shall have the opportunity to add to the student opinion file his/her own written interpretation of the student opinion results.
14. In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy -- for example, peer review, alumni survey, or administrative evaluation, etc.
15. In addition to the student opinion or other systematic student questionnaire, each department shall use a systematic method of assessing teaching effectiveness for each instructor—for example, peer review, alumni survey, or administrative evaluation, etc.

16. Each college shall establish procedures for aiding instructors who have been identified as having substandard instructional skills and for helping instructors who, although adequate in their teaching effectiveness, wish to improve.
17. Matters relating to this evaluation system not covered in the above provisions are left to the discretion of the various departments.
18. Funds for administration of the IDEA program and/or other student opinion questionnaires chosen by academic departments shall be provided, upon reasonable request, by the University through the Office of Institutional Research.
19. Specific Procedures for IDEA Administration adopted earlier shall remain in effect for those departments choosing that instrument.
20. Faculty with unusual teaching loads (e.g., those teaching predominantly private lessons) should work out a process of evaluation which is in keeping with the spirit of this set of policies. This must be done at the department level with the advice and consent of the dean of the college.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty
- Students

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revisions

<u>Date</u>	<u>Entity</u>	<u>Action</u>
Unknown*	Unknown	

*Points 14 and 15 altered from original policy.

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 10, 1987	Board of Regents	Adopted
April 6, 1987	Faculty Senate	Approved
<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 6, 1986	Faculty Senate	Adopted
October 28, 1985	Faculty Senate	Adopted
February 6, 1984	Faculty Senate	Adopted
April 14, 1978	Faculty Senate	Adopted
May 2, 1977	Faculty Senate	Adopted