



Eastern Kentucky University Policy and Regulation Library

4.1.7

Volume 4, Academic Affairs
Chapter 1, Academic Practices
Section 7, Student Opinion of Instruction
Approval Authority: Board of Regents
Responsible Executive: Provost
Responsible Office(s): Departments, Deans
Effective: June 18, 2019
Last Revised: June 18, 2019
Issued: October 10, 1987
Next Review Date: Fall 2024

Student Opinion of Instruction

Policy Statement

Each academic department shall be given primary responsibility of administering the University-sanctioned student opinion of instruction survey process and, if applicable, another evaluation questionnaire for student opinion of instruction chosen by the department. Student opinion of instruction shall be included in evaluation of all faculty regardless of tenure status.

Seeking feedback from students regarding their instructional experiences in courses is important in the overall assessment of teaching. However, nothing in this policy is meant to suggest that student opinion of instruction is the only method of assessing instruction nor is this policy meant to eliminate the requirement that departments develop a second systematic method of assessing instruction.

Entities Affected

- Colleges
- Departments
- Faculty
- Students

Procedures

1. The University-sanctioned student opinion of instruction survey shall be administered in all courses.
2. Student opinion questionnaires shall be administered prior to the beginning of final examinations. The precise timeline is determined by the length of the course and with sufficient time for revisions or additions to the survey requested by faculty and for student responses.

3. Student opinion assessments shall not be administered in a way that exerts undue influence on student respondents.
4. The instructor shall have no access to the completed questionnaires until after grades for the course have been officially posted by the Registrar's Office.
5. The Office of Institutional Research shall be responsible for acquisition, distribution, and security of the University-sanctioned student opinion of instruction survey. Departments shall be responsible for additional methods of evaluating instruction but may be assisted, as appropriate by the Office of Institutional Research. The Office of Institutional Effectiveness and Research shall securely maintain student opinion of instruction data for at least seven (7) years. Department Chairs shall have access to student opinion of instruction data for all faculty teaching within the department and shall ensure that such data will be available to evaluation and promotion and tenure committees at the time for consideration of these matters. The data shall also be made available to the college promotion and tenure committee upon the request of either the instructor or the committee.
6. Each instructor shall have access to his/her own student opinion of instruction data and shall have the opportunity to analyze and comment on this data in evaluations.
7. Matters relating to this evaluation system not covered in the above provisions are left to the discretion of the various departments.
8. Specialized courses (such as practicums, studio lessons, and co-op) are not required to use the University-sanctioned student opinion of instruction survey. However, faculty, with the approval of the Department Chair, should work out a process of evaluation that is in keeping with the spirit of this policy. Faculty or departments that want to use the University-sanctioned student opinion of instruction survey for specialized courses can make arrangements with the Office of Institutional Effectiveness and Research.

Definitions

- **University-Sanctioned Student Opinion of Instruction Survey:** A survey instrument approved by the University for use in all University courses to collect and analyze students' opinions regarding their educational experience in a course.

Responsibilities

- Departments
 - Ensuring that each faculty member, regardless of tenure status, administers the University-sanctioned student opinion of instruction survey in all courses.
 - Administering at least one additional method of evaluating instruction.

- Ensuring that data from University-sanctioned student opinion of instruction survey is made available to evaluation and promotion and tenure committees.
- Faculty
 - Faculty are responsible for ensuring that the University-sanctioned student opinion of instruction survey is administered in all of their classes in accordance with this policy.
- Office of Institutional Effectiveness and Research
 - Acquiring, distributing, and securing, the University-sanctioned student opinion of instruction survey;
 - Maintaining student opinion of instruction data securely for at least seven years.

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| Interpreting Authority |
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Executive Vice President for Academic Affairs and Provost

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| Policy Adoption Review and Approval |
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Revised Policy

| <u>DATE</u> | <u>ENTITY</u> | <u>ACTION</u> |
|----------------|------------------|----------------------------------------------------------|
| June 18, 2019 | Board of Regents | Adopted |
| April 22, 2019 | President | Approved |
| April 3, 2019 | Provost Council | Approved |
| March 4, 2019 | Faculty Senate | Approved |
| Unknown | Unknown | Revision: Points 14 and 15 altered from original version |

Policy Issued

| <u>DATE</u> | <u>ENTITY</u> | <u>ACTION</u> |
|------------------|------------------|---------------|
| October 10, 1987 | Board of Regents | Adopted |
| April 6, 1987 | Faculty Senate | Approved |
| October 6, 1985 | Faculty Senate | Approved |
| October 28, 1985 | Faculty Senate | Approved |
| February 6, 1984 | Faculty Senate | Approved |
| April 14, 1978 | Faculty Senate | Approved |
| May 2, 1977 | Faculty Senate | Approved |