



Angelo State University
Operating Policy and Procedure

OP 06.27: Student Evaluation of Faculty/Courses

DATE: December 15, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish requirements for student evaluation of faculty/courses.

REVIEW: This OP will be reviewed in November every three years, or as needed, by the director of accountability with recommended revisions forwarded through the vice provost and Faculty Senate to the provost and vice president for academic affairs (PVPAA) and then to the president by December 1 of the same year.

POLICY/PROCEDURE

1. Background

The Office of Accountability coordinates student evaluation of faculty/courses through the administration of the IDEA Student Ratings of Instruction Survey. The following describes the standards and procedures for student evaluation of faculty/courses.

Student evaluation of faculty/courses through the IDEA Student Ratings of Instruction survey serves to satisfy requirements by state and federal agencies and the SACSCOC that students evaluate faculty/courses.

This student evaluation should not stand alone for determining faculty performance as it relates to annual performance evaluations or applications for promotion and tenure.

2. Procedures

IDEA evaluation forms will be used regularly and consistently by all academic departments.

Faculty complete the Faculty Information Form (FIF) for each course at the beginning of the semester in which the course is being evaluated. Guidelines for completing the FIF can be found [here](#).

For face to face courses, the Office of Accountability prepares IDEA survey packets and delivers them to department office coordinators by mid-semester. Evaluations are completed prior to the week of final examinations and are returned to the Office of Accountability for processing. Guidelines for in class delivery of the survey can be found [here](#).

For online courses and face to face courses for which the instructor has chosen online delivery of the survey, the Office of Accountability determines the response window during which students complete the evaluation online and uploads student rosters (including email addresses) provided by instructors or department office coordinators. A link to the survey

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may also be created within the course of Blackboard. The Office of Accountability notifies faculty of response rates at the midpoint of the online window.

Once the surveys are processed, the Office of Accountability delivers reports and completed forms to each department chair for distribution to his/her department's faculty.

3. Institutional Minimums

Each course taught by a faculty member must be evaluated at least once per academic year. If a faculty member teaches more than one section of a course in an academic year, only one section must be evaluated.

More frequent evaluation may be required by an individual program, department, or college independent of the requirements set forth by the Office of Accountability.

Special courses (e.g. labs, practicums, research classes, physical activity courses, theses) do not need to be evaluated by the IDEA Student Ratings of Instruction forms. Such courses use locally developed forms for their needs as determined by the department chair and dean.