

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

UPAA-9 COURSE EVALUATIONS

1. General Information.

- 1.1. Scope: Academic policy regarding the course evaluations of faculty completed by students.
- 1.2. Authority: W. Va. Code §18B-1-6
- 1.3. Passage Date: TBD
- 1.4. Effective Date: TBD
- 1.5. Controlling over: Marshall University
- 1.6. History: Amended to better describe current practices of delivering evaluations. SR-97-98-2 FPC originally approved by the BOG on 8-Mar-2019. This rule was updated (recategorization of policies and rules) by the Marshall Board of Governors on December 13, 2023. TBD

2. Policy

- 2.1 The purpose of course evaluations or student evaluations of teaching is to obtain student voice and feedback to inform the continuous improvement of teaching and program quality. Although course evaluations involve multiple departments and units across the university, the university shall designate a lead office to coordinate and oversee their implementation. This designee shall also coordinate training opportunities for faculty on course evaluation procedures, reporting capabilities, use, and best practices with emphasis on new faculty.
- 2.2 Web-based course evaluations are required in every course, every semester, through a digital platform adopted and supported by the university. The course evaluation instrument is comprised of a core of universal items that all faculty shall be evaluated on for each course. Additional common items shall be included for all online courses. Colleges, programs, and faculty can add supplemental, customized questions if desired. However, no more than 20-25 items in total are recommended to maximize response rates.
- 2.3 Although course evaluations are required for every course, every semester, the university shall coordinate with the vendor to establish and deploy report suppression rules that maximize feedback to faculty while preserving student anonymity, unless students opt to self-identify in open-ended response items. The university will inform both faculty and students of the report suppression rules, understanding these may vary by vendor and platform capabilities.

- 2.4 The university's course evaluation window shall remain open at least four weeks for student completion during Fall and Spring semesters and must close no later than the last regular class day of the term, prior to the start of final exam week. Summer windows vary based on session length. The university will provide periodic reminders to students about the course evaluation administration windows and their closing dates.
- 2.5 These evaluation results, when used in conjunction with other data sources, are a way for the instructor and department to gauge areas of strength and weakness and should be regarded as a positive learning tool. Therefore, efficient access to results and trend data is essential. The reports containing the core or universal items shall become available the day after final grades are due/submitted. After final grades are due/submitted, the results of the student evaluation are available to the instructor, their immediate supervisor, the Dean of the college housing the instructor, and the Dean, director, and/or chair housing the course. All other administrators shall be provided with program, department, and college-level reports. The university, in collaboration with the vendor, shall ensure seamless report generation for faculty and programs, including the capability to aggregate course evaluation results across multiple courses, semesters, and years.
- 2.6 Faculty shall use course evaluation results, along with other meaningful measures of teaching effectiveness, to plan course and program improvement. Faculty must reflect on these multiple measures and accompanying improvement in their annual report. The use / non-use of the course evaluation results for promotion and tenure is outlined in MU BOG Rule AA6 *Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation, & Emeritus Status*.
- 2.7 Finally, individual faculty may benefit from administering brief, course-specific surveys at different points throughout the semester to aid course decision-making. The university recognizes the value of frequent, student-centered feedback and welcomes faculty to exceed the minimums stipulated in the UPAA9 *Course Evaluations*.