

The University of Connecticut

Official Student Evaluation of Faculty

General Information

This evaluation is mandated by the University Senate and takes place each spring and fall semester. The Office of Institutional Research has the responsibility to carry out this evaluation in conjunction with the guidelines set by the University Senate.

At the present time, departments on the Storrs campus are grouped by schools and the 8 off campus sites (including Social Work) are each treated as one unit. Together these are split into three packages, allowing each group to be officially rated in the spring and fall of a given year. In the fall of 1996, this system was opened to all unscheduled departments, including the rating of all tenure track faculty, on a voluntary basis. It is assumed that all instructors will be rated (pkg. C) unless the department head specifically requests that an individual not be evaluated during the un-scheduled semester.

The current format and content of the two-page form started in the fall of 1990. The bubble sheet consists of a 10-point scale from unacceptable to outstanding.

WWW (100% web taught only) classes are provided an on-line evaluation instrument that contains the same questions as the paper based survey. Reports are generated from the compilation of the Primary Instructor ratings (paper based and on-line) this information and copies are sent to the instructor, department head and dean/director of the specific area of study following the end of a given semester. A copy of this report is also kept on file in this office.

The second page of the evaluation is a comment page that is returned only to the individual instructor along with the instructor's summary report. No copies of this comment page are made or kept in this office. WWW instructors will have the opportunity to download the comments for a given length of time only after final grades are completed for the class.

Until or unless modified by legislation or legal rulings, all student evaluation of courses and teaching administered by the Office of Institutional Research, departments or schools of the University shall be conducted so as to protect the anonymity of all students and the confidentiality of individual faculty results of this survey.

The University administration requires teaching faculty to include this report in their promotion, tenure and reappointment (PTR) portfolio.

The following course types are excluded from the current official survey system:

- Continuing registration

- Summer session or between semesters
- Supplementary lab or discussion- Graduate Assistants (“TA” listed in PeopleSoft) teaching supplemental sections have their own rating system at the request of the Provost
- Continuing education courses, seminars or conferences
- Team taught* -Secondary Instructors (SI in PeopleSoft) are rated in a separate system and those results are not counted in the University wide system results, but have their own set of data reported.
- Independent study, practicum, special topic or internship*
- Enrollment less than 5*

*These courses can be evaluated upon request (see the following for details).

Only Deans, Directors and Department Heads may:

INCLUDE these courses* by specifically requesting to the Office of Institutional Research (OIR). Request forms may be downloaded from this site.

Team-taught courses will be evaluated ONLY if a single faculty member is designated as the Primary Instructor (PI) with one or more Secondary Instructors being listed as well. Only the SI will be evaluated in the Team Taught system.

Only Deans, Directors and Department Heads may:

1) Request to omit a course for evaluation due to extenuating factors.

2) NOTIFY OIR, at the start of the semester, of courses that do NOT meet for the standard semester length they would like evaluated. These courses must be listed in PeopleSoft as ending early (correct end date must appear on the Meetings tab in PeopleSoft) pathway to check is: Home>Manage Student Records> Establish Courses>Use>Schedule of Classes>enter semester and dept , then check each class individually. Results of these classes will be returned at the same time the regularly scheduled reports are mailed.

Instructors:

May request classes with fewer than 5 enrolled by notifying their Department Head at the beginning of the semester-request form may be emailed. Take note that individual statistics are not calculated for less than five responses.