Survey of Courses and Teaching:

**General Information**
This survey is required to take place each semester by the University Senate and utilized as a part of the faculty Promotion, Tenure and Re-appointment (PTR) process.

The Office of Institutional Research has the responsibility to carry out this process in conjunction with the guidelines set by the University Senate.

At the present time, departments on the Storrs campus are grouped by schools. The eight “off campus” sites (including Social Work) are each treated as one unit of Regional Campus locations.

The new survey questions, format and scoring were completely revised according to best practices. The University Senate voted in favor of the new survey in 2009. The questions were piloted in 2010. In the spring of 2013 the survey system is going on-line utilizing these questions and reporting guidelines.

All instructors are currently slated for survey in the on-line process in the spring, fall and summer terms. There is an option to opt out of the on-line survey in favor of paper which must be approved by the instructor’s department head. All questions are the same for on-line or paper surveys.

The survey instrument has three parts two of which are quantitative. There are quantitative questions concerning the instruction and the course content. Two overall questions are also included. One question is for the overall instruction and one for the overall course content, each reflecting median.

There are also qualitative questions which the Senate has approved. The instructor may then add up to three qualitative questions of his/her own. Only the instructor receives a copy of the student responses to the comment questions. The bubble sheet consists of questions with adjacent 5-point scale responses from Strongly Disagree to Strongly Agree. There is a neutral or no opinion response. A not applicable (N/A) response is not counted toward the median score for the question.

Official University Reports are generated from the compilation of the Primary Instructor ratings (paper based and on-line). The summary reports are available to the instructor, department head and dean/director overseeing the instructor after final grades are entered into PeopleSoft. The reports are available on-line using a secure sign-on. The second page of the evaluation is a comment page that is returned only to the individual instructor. No copies of this comment page are made. This group of student responses is available on-line to the individual instructor only.
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
- 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 conference
- 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, clinical or internship
- Enrollment less than 5 or responses fewer than 5

Only Deans, Directors and Department Heads may:

Exclude (omit) courses/instructors by specifically requesting to the Office of Institutional Research (OIR). Request forms may be downloaded from the OIR website. Department heads may approve the “Opt-out” of the on-line survey in favor of paper for a given instructor formally requesting this via on-line form. Request must be received by the Office of Institutional Research by 10th day of classes each term.

Team-taught courses will be evaluated. Only the Secondary Instructor (SI) teaching lecture or seminar sections will be evaluated in the Team Taught system.

Early Ending courses: NOTIFY Office of Institutional Research by the 10th day of classes as to courses or instruction schedules that do NOT meet for the standard semester. These courses must be listed in PeopleSoft as ending early (correct end date must appear on the Meetings tab in PeopleSoft for the course and/or instructor in the case of multiple instructors). Results from these classes will be available at the same time the regularly scheduled reports are released on-line post final grade entry.

Department Head and Instructor:

Please note that individual statistics are not calculated for less than five responses for each overall question.

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.