

Missouri Western State University
Student Evaluation of Faculty
Academic Policies
Approved: 07/21/2015

The university uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the Department Chairperson/School Dean as part of the information used in the total faculty evaluation process. For these reasons student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the relevant academic Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last ten regular class days of the semester but not during the final examination period. If a course meets for only part of the semester the evaluation should take place during the last ten regular class days of the course but not during the final examination period. The faculty evaluation process must be accessible for and inclusive of a diverse group of learners.
- b. The results of the evaluation will be computer tabulated.
- c. The Department Chairperson/School Dean in consultation with the faculty member will determine the procedure for selecting the individual (other than a student/s) who will administer the evaluation. The evaluation will be administered by someone other than the instructor, preferably another faculty member. It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

“Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined and submitted. To complete the evaluation, place an X in the appropriate boxes; please do not completely fill in any of the squares; this is used only for corrections. Do not use checkmarks as they may not be accurately recorded. You should use an ink pen, not a colored gel pen or pencil. Your signature on the form is optional.”

Any additional instructions or advice that may accompany the student evaluation forms can be read to the students at the administrator’s discretion.

- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope, which has the instructor’s name, course title, and course number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The Instructional Media Center shall likewise return the evaluations in sealed envelopes to the department/school.
- f. The evaluation envelopes will be retained in the department/school until all departmental evaluations are complete. A check-off sheet (obtained from the Instructional Media Center) must be completed and submitted with the evaluations. A “basic analysis” for each class, for each faculty member, and for each department will be provided by the Instructional Media Center.

- g. The evaluation envelopes and request forms must be delivered to the Instructional Media Center by the second day of finals. All processed evaluation materials will be sealed in an envelope and held in the Instructional Media Center until the day after semester grades are due in the Registrar's Office. On that date or after, each department must send a representative to the Instructional Media Center to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the Department Chairperson/School Dean for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The Department Chairperson/School Dean will retain the computer analysis in the faculty member's evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member's responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.