



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.27: Student Evaluation of Faculty/Courses**

**DATE:** January 24, 2018

**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 Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president in the same academic 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.

- a. 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.
- b. This student evaluation should not stand as the sole metric for determining faculty teaching 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.

- a. Faculty complete the Objective Selection Form (OSF) for each course at the beginning of the semester in which the course is being evaluated. Guidelines for completing the OSF can be found [here](#).
- b. For courses designated for evaluation (see Section 3 below), the Office of Accountability will upload student rosters and determine the response window during which students complete the evaluation online.
- c. The Office of Accountability will post the dates of the response window by the beginning of each semester. Faculty may check response rates at any point during the window by

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logging into Campus Labs [here](#). Faculty must contact the Office of Accountability prior to the release of the evaluation if the faculty member wishes to remove a student from the evaluation response who has not attended the majority of the semester.

- d. Faculty are encouraged to allot time in class for students to evaluate the course in order to achieve the statistically relevant sampling IDEA recommends (80%). For IDEA's recommendations about increasing response rates, [click here](#). In classes where fewer than three students respond to the evaluation survey, a report will not be generated.
- e. Once the surveys are processed, the Office of Accountability notifies faculty and administrators that reports are ready for review via the Campus Labs portal. Links can be found on the Accountability Website, [here](#).

### 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, at least 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.