

## **UF Policies and Practices for Student Online Evaluation of Instructors**

### **I. Policies**

**1.)** All courses taught by a faculty member including those taught by adjuncts and graduate assistants, must be evaluated by students using the online SUS Student Assessment of Instruction (SUSSAI).

The following courses may be excluded:

- A. Courses involving individual instruction such as independent study, internship, and practicums, thesis and dissertation supervision;
- B. Courses or class sections involving types of instruction that occur outside of traditional classroom and/or laboratory settings for which the assessment questions would not be appropriate;
- C. Class sections for which the number of possible respondents to the instrument is so small as to make the results of limited statistical usefulness, such as any course where the number enrolled is less than or equal to 10.

For multiple instructor courses each instructor must be evaluated separately. In addition, in courses with multiple instructors, there should not be a separate evaluation for any instructor who met with the class fewer than ten (10) times. Otherwise, unless the course falls under one of the excluded areas above, it must be evaluated.

**2.)** A common evaluation form with the ability to add up to 30 customized questions per college will be used. All colleges will be required to provide evaluation results for the base questions (1-10) for all courses except those specifically exempted in 1).

Questions 1-7 and 10 will be summarized and copies of the summary placed on the World Wide Web for public review. The numerical results of the entire evaluation will be reported to the dean, the department chair, and the faculty member.

If the evaluations are conducted outside the official UF online evaluation system it is the responsibility of the college to insure the results for items 1-10 are uploaded and accepted for processing by the University Evaluations Coordinator by the first day of classes for the next semester.

Numerical evaluation results will be retained online for a period of ten years and will be archived off-line for an additional period of no less than five years. Text comments will be available online only for a period of one year. The official record keeper for evaluation results is: Associate Provost – Information Technology.

**3.)** Faculty, including graduate teaching assistants, will have access to student comments associated with their course and may download them for personal use. Access by others to the written comments contained within the UF Online Evaluations system will be based on

determinations made at the college level. In colleges where access is granted it will be only to those having a supervisory relationship to the faculty member and their designees (i.e. Deans, Department Chairs, College and Department Evaluation Administrators.) Colleges wishing to grant access must make written request via email to [EVALUATIONS-ADMIN-L@LISTS.UFL.EDU](mailto:EVALUATIONS-ADMIN-L@LISTS.UFL.EDU). The default is no access. *College of Health and Human Performance is approved to grant access to those having a supervisory relationship to the faculty member and their designees.*

## II. Administrative Procedures

1.) There will be standardized dates utilized for the initial setup of online Faculty evaluations. Those dates will be:

- Opening Dates \*
  - Last day to drop or withdraw without failing grades
- Closing Dates
  - Last day of classes or prior to the final examination if it is earlier
- Faculty Result Availability Date
  - Date final grades are available on ISIS

\*Courses utilizing a non-standard calendar should open online evaluations based on a ratio of approximately one week of evaluation per 5 weeks of instruction time making adjustments as needed. Whenever feasible students should be given a minimum of one week to complete online evaluations.

College and Department Evaluation Administrators will be able to modify the standardized dates as necessary for their unique requirements.

2.) If an instructor chooses to provide class time for students to complete the evaluation using laptops or other electronic devices the evaluation is to be administered at the beginning of a class session in which no examination is scheduled and during which the students are given sufficient time (“no fewer than 15 minutes”) for completion of the online form. The instructor is not to be present while the evaluation is being administered. Online access to evaluation results will not be available until after the posting of final grades by the University.

3.) Each college will appoint a College Evaluation Administrator for online evaluations. The College Evaluation Administrator is responsible for checking the final accuracy of instructor data and appropriate open, close and release dates for course evaluations. They also are responsible for authorizing College Evaluation Report Readers and Department Evaluation Administrators for the College. College Evaluation Administrators are also responsible for entering and managing optional evaluation questions for all departments in the college. College Evaluation Administrators, upon request, will verify supervisory relationships for non-tenure track faculty and teaching assistants and authorize Evaluation Report Reader access for them.

Each department will appoint a Departmental Evaluation Administrator for online evaluations. The Departmental Evaluation Administrator is responsible for insuring that all courses required to be

evaluated each term are set up for evaluation with appropriate open, close and release dates. They are also responsible for notifying faculty and students when evaluations have opened and when they will close. In consultation with the College Administrator they are responsible for sending scheduled follow-up notices to those students who have not completed evaluations. Departmental Evaluation Administrators will have primary responsibility to verify supervisory relationships for non-tenure track faculty and teaching assistants and to authorize Evaluation Report Reader access for them.

Data corrections needed to rectify errors such as courses and sections with the wrong instructor; evaluations submitted for a cancelled section, etc. will be authorized by the University Evaluations Coordinator . They will be tracked through email messages to: [EVALUATIONS-ADMIN-L@LISTS.UFL.EDU](mailto:EVALUATIONS-ADMIN-L@LISTS.UFL.EDU)

Evaluation instructions will be emailed by the University Evaluations Coordinator to College Administrators each semester four (4) weeks prior to the last day of classes.

### **III. Response Rates**

The challenge of an online evaluation process is response rates. Each College may develop incentivization structures intended to enhance these rates. The only prohibitions will be:

- A. Instructors will not have the ability to know which students completed or did not complete their course evaluations. The percentage of evaluations submitted for each section will be available to instructors.
- B. Instructors may not provide incentives for students relating to the completion of Faculty Evaluations that impact the course grade.

However, there are a number of other options and a good source of information in that regard is in the article <http://www.umich.edu/~eande/tq/ResponseRates.pdf> which offers some ideas of ways to improve response rates that are acceptable within the UF guidelines. (Note: This article also includes suggestions that impact course grades and thus are not acceptable at UF.) The adoption or not of an incentive strategy is left to each college. Response rate data with incentive plans will be tracked and shared.