

Academic Affairs Manual (ACD)

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Effective: 7/1/1998	Revised: 8/17/2016
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	ACD 304-09: Evaluation of Teaching
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Purpose

To provide an opportunity for student feedback on instruction

Source

Office of the Provost of the University

Applicability

- All individuals responsible for instruction including:
- Faculty (professors, lecturers, instructors)
 - Academic professionals
 - Administrative, classified, and university staff
 - Graduate teaching assistants/associates

Policy

Every instructor in every class every semester is required to provide the opportunity for registered students to submit an academic-unit-approved course evaluation. The administration procedure should assure students the ability to respond forthrightly and anonymously. Regardless of the mode (e.g., web-based, paper, etc.) in which the evaluation takes place, the evaluation must be distributed and collected by someone other than the instructor. The instructor must not see the results of the evaluation or its summary prior to submitting grades for the course. A copy of the results must be kept in the academic unit and reviewed by the academic unit chair.

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