

From: ESU University Policy Manual

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1B.0703.01 STUDENT EVALUATION OF TEACHING (approved by Dean's Council 8/96)

The Board of Regents expects that all teaching faculty will be rated by students on a form that is norm-referenced and controlled for sources of bias. To meet the requirements for student evaluations the following policies are established.

1. All teaching departments must conduct student evaluations of teaching.
2. All full-time members of the faculty must solicit such an evaluation in at least 1 course during each academic year. The various academic units may establish policies which call for more frequent evaluations and which apply to part-time lecturers.
3. The results of student evaluations must be considered in decision-making about salary increases, promotion and tenure, and other appropriate personnel decisions.
4. All evaluation instruments must include specific items assessing the following areas of performance:
 - a. whether course objectives, expectations, or assignments are clear;
 - b. whether students receive fair treatment;
 - c. whether grading procedures are fair;
 - d. whether the instructor is adequately prepared;
 - e. whether the instructor is available or willing to help students outside of class;

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- f. whether the class expanded knowledge and understanding of the subject or stimulated substantial thinking about it; and
 - g. whether the overall instruction in the class was effective.
5. Each academic unit must collect data from these evaluations and establish norms which permit interpretation of the evaluations. Norms may be established on the basis of appropriate reference groups (e.g., instruction in all general education classes) or they may be established longitudinally. Norms will be used to assess improvements in teaching as well as to account for the sources of bias identified by the Board of Regents (differences in required v. elective classes, undergraduate v. graduate classes, and classes of varying size).