

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 700 - Reviews

NUMBER: 702

SUBJECT: Teaching Evaluation of Faculty at UIC

APPROVED BY: UIC Senate

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AUTHORITY: Provost/Vice Chancellor for Academic Affairs

CONTACT: Faculty Affairs

PHONE: 413-3470

E-MAIL: facultyaffairs@uic.edu

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OBJECTIVE: Based on a substantial amount of research, information from students is an important means of evaluating faculty performance. These evaluations provide students with a means for providing confidential feedback to faculty.

POLICY: As specified in a regularly-updated timeline provided on the website of the Office for Faculty Affairs, students attending regularly-scheduled undergraduate, graduate, and professional courses for which credit is awarded or required for program or degree completion, regardless of the method of delivery, must be provided with a means of evaluating the course in its entirety (e.g., a final course evaluation). The final course evaluation must be solicited from students no earlier than three weeks before the start of final exams, and no later than the week before final exams. Reports of evaluation findings must be returned to each faculty member no earlier than the deadline date set by the UIC Office of the Registrar specifying when final grades are due.

Each faculty member's home unit maintains responsibility for ensuring that the faculty member informs students of the need to complete the evaluation and administers the evaluation according to recommended guidelines and practices. If, for any reason, it is not appropriate to administer an evaluation, the faculty member should consult the appropriate administrator of the responsible unit or College or to which he or she holds a primary appointment.

The Office for Faculty Affairs will maintain electronic records of student evaluations of teaching as documentation of student evaluation of teaching. The Office for Faculty Affairs will only provide opportunities for student evaluation of teaching for scheduled courses that conform to the available evaluation formats provided by the campus system. All faculty are required to administer the following six questions (Table A) to their students:

Table A. Required Questions for Student Evaluation of Teaching

1. Rate the instructor's overall teaching effectiveness.	Poor	1-2-3-4-5	Excellent	N/A
2. Rate the overall quality of the course.	Poor	1-2-3-4-5	Excellent	N/A
3. How well did the course assignments/quizzes/examinations reflect the content of the course?	Not at All	1-2-3-4-5	To a Great Extent	N/A
4. Was the instructor's use of technology (e.g., email, Blackboard, PowerPoint, other electronic and/or web-based methods) effective?	Not at All	1-2-3-4-5	To a Great Extent	N/A
5. The instructor was sensitive to the cultural/human diversity, diverse worldviews, learning disability, and/or physical disability of the students.	No Agreement	1-2-3-4-5	Strong Agreement	N/A
6. How would you rate the physical environment in which you take this class especially the classroom facilities, including your ability to see, hear, concentrate, and participate?	Poor	1-2-3-4-5	Excellent	N/A /Online

For those participating in the campus-sponsored program, the Office for Faculty Affairs will return the results of the student evaluations of teaching directly to the faculty member(s) who taught the course and to their Department Head or Chair. UIC reserves the right to publish the results (i.e., course means and standard deviations for each question) of each of these six questions online for courses with an enrollment greater than 10 students, with appropriate disclosure on the evaluation forms issued to the students. Outcomes for graduate teaching assistants will not be published online.

The Office for Faculty Affairs is only responsible for publishing evaluation results from these six questions for those faculty members participating in the campus-sponsored program through the Office for Faculty Affairs. All departments are strongly encouraged to participate in the campus-sponsored program. Departments electing not to participate in the campus-sponsored program through the Office for Faculty Affairs are not only responsible for administering these six questions but are also required to fund and post the results (i.e., means and standard deviations) for each of these six questions independently at their own expense. Administration of these questions and the reporting of these results to faculty and department heads and chairs must take place according to deadlines set forth by the Office for Faculty Affairs, contained in the handbook posted on the Faculty Affairs website.

For purposes of promotion and tenure and any other performance-related evaluations of faculty, it is recommended that units consider and report only the means and standard deviations for responses to questions 1 and 2 in Table A. This recommendation applies to all faculty in all departments, irrespective of whether they are administering the student evaluations of teaching through the campus-sponsored program or by another means.

It is important that all participating faculty and students are aware that a growing body of research exists to suggest that student evaluations of teaching may be biased in terms of specific faculty populations, such as women and individuals of minority status. For this reason, the data from student evaluations of teaching are not to be used in isolation from other recommended approaches to the evaluation of teaching effectiveness, including, but not limited to, peer teaching evaluations, evidence of teaching excellence through awards, evidence of professional development/continuing education in the area of teaching and/or curricular development, evidence of high productivity in the area of teaching and/or curricular development, evidence of leadership in the area of teaching and/or curricular development, and evidence of innovation in the area of teaching and/or curricular development.

APPLICABILITY (location, group, subject as appropriate): To all credit-bearing scheduled courses offered at or through the UIC campus and its sites, regardless of the method of delivery or location.

DEFINITIONS OR CLARIFICATION OF TERMS:

Faculty Member: The individual who is “responsible” under College guidelines, regardless of faculty rank – undergraduate, professional, and graduate courses held at any UIC campus and determined by the College to be covered by this policy. If for some reason an evaluation is not appropriate, the individual should consult the appropriate administrator of the College to which he or she holds a primary appointment.

Scheduled Courses: Courses for which credit is awarded or are required for program or degree completion and which have a designated schedule for attendance and sufficient enrollment to facilitate a numerically valid result.

Student Evaluation of Teaching: A set of questions that elicit student ratings of faculty member performance.

Unit: The Department, School, or College assuming controlling responsibility for the student- evaluation-of-teaching process.

PROCEDURE: Please refer to the Handbook for Student Evaluation of Teaching on the website of the Office for Faculty Affairs for specific procedures and timelines.

Individual departments shall determine which, if any, of their courses may be excluded from this policy. In cases where more than one faculty member is assigned to a course, colleges shall determine who is responsible for ensuring that the student evaluation of teaching is conducted. If there are two or more faculty members for the course, both should be individually assessed, when possible.

The Office of Faculty Affairs will maintain electronic records of teaching evaluations as documentation of student evaluation of teaching. Faculty members are advised to maintain copies of their own evaluations for use in promotion and tenure and/or related performance evaluation documentation. UIC reserves the right to publish the results of student evaluations of teaching online.

Related Statutes, Policies, Requirements, Standards or Guidelines: Student evaluations of teaching may not be used as the sole basis for considering the criterion for teaching excellence in the tenure review process. In addition to this policy, faculty members are advised to follow campus policies and any additional policies, requirements, standards, or guidelines of their respective Colleges, Units, and Departments.

Forms, On-line Processes: Teaching evaluations will be completed by students online through an accessible web-based system accessed and maintained through the Office of the Vice Provost for Faculty Affairs.

Group Impact or Special Concerns: Deans, Associate Deans, Dean of Students, Department Heads, Program Directors, Faculty Members, Students.