EFFECTIVE DATE: SPRING 2014

Code: PCC-13-14.03 Origin: Professional Concerns Committee
Date Introduced: 1-27-2014

Date Last Revised: 2-7-2014

Description: Change to Faculty Handbook Section APPENDIX I Section B.3.d and B.3.e: Assessment Data and Information, to require student evaluation of instruction for all courses taught at Kentucky State University.

Key Words: student evaluation of instruction, course evaluation, student evaluation

I. Committee Approval: Date: 1-27-2014
   Chairperson: [Signature] Date: 1-28-2014

II. Senate Action: □ Approved □ Disapproved □ Returned
   Senate President: [Signature] Date: 2-17-14

III. Provost/Vice President Academic Affairs: □ Approved □ Disapproved □ Returned
   Provost/VPAA Signature: [Signature] Date: 2-19-14

IV. President: □ Approved □ Disapproved □ Returned
   President: [Signature] Date: 

Distribution:
□ President
□ Vice President for Academic Affairs
□ Registrar
□ Faculty Senate President for Distribution to:
□ Committee Chair
□ Senate Office Records
□ Faculty Handbook
□ Other: __________________________
3. Student Evaluation of Instruction. (Not applicable to librarians unless they teach University courses.)

Faculty will utilize data from the student evaluation of instruction as they prepare both self-evaluation and Form PDP/DEA-1. The procedure for administering and tabulating the student evaluation process is as follows:

a. A "Student Evaluation of Instruction" instrument shall be used by students to evaluate their instructors and courses. (See Appendix for a copy of the "Student Evaluation of Instruction" instrument, Form ST-1.)

b. All persons who teach courses at Kentucky State University shall be evaluated on teaching performance by students, regardless of any other duties and responsibilities the individual may have at the University. (Example: adjunct, part-time faculty, Chairpersons, Deans, or other administrators who teach courses shall be evaluated by use of the "Student Evaluation of Instruction" instrument.)

c. The numerical results of these evaluations shall be placed in the faculty member's file in September (see Calendar) for use by the supervisor in his or her evaluation of the faculty member. These numerical results are not to be compiled or averaged in any manner considered statistically invalid. Written comments by students shall not be included as part of the faculty member's evaluation, but will be used exclusively, in conjunction with the numerical data, for self-development by the faculty member.

d. Student evaluations of teaching shall be regularly scheduled campus-wide.

e. Faculty normally will be evaluated in all courses or sections of courses which they are teaching.

f. Every instructor shall receive a copy of the compilation of results for each course evaluated, including a typed copy of all student comments from each course evaluation, after the compilation is completed. Results of student evaluations will not be distributed to faculty members until all grades for that term have been submitted to the Office of the Registrar.

g. The "Student Evaluation of Instruction" instrument will be completed using a computer-scoreable answer sheet for ease in compilation of results.