



Policies and Procedures Manual

Title: Policy on Course Evaluation Forms
Policy Administrator: Director of Academic Budget & Operations
Effective Date: Sep-01-2009
Approved by: Vice President for Academic Affairs and Dean of the College

Purpose:

Course Evaluation Forms (CEFs) represent the major source of student input into the system by which faculty members' teaching skills are developed and evaluated. They are also designed to give faculty members feedback on the basis of which they can improve their courses.

Policy:

Course Evaluation Forms (CEFs) are to be administered in each course with an enrollment of three or more students taught at the College of the Holy Cross. A copy of each CEF is given to the faculty member concerned once final grades for the course have been submitted. The original is given to the department chair for his or her review and maintained in the departmental faculty files.

A faculty member's CEFs may be reviewed annually by the Department Chair and the Dean of the College; by senior members of the department during a probationary, tenure or promotional review; by members of the Student Advisory Committee during a probationary, tenure or promotional review, and by the members of the Committee on Tenure and Promotion during a tenure or promotion review.

Procedures:

1.0 General procedures

CEF forms are administered by the Student Advisory Committee (SAC) of the faculty member's department in each course with an enrollment of three or more students according to the following guidelines:

1.1 Scheduling

- a. CEFs shall be administered in the last three weeks of each semester. The approved date range for both semesters shall be provided by the Office of the Dean at the beginning of the fall semester.
- b. The last class day shall not be scheduled for the administration of the forms to allow for a backup day in the event of a scheduling problem.
- c. The SAC shall check with department faculty members before preparing the administration schedule as to the best time for the administration of the forms.

- d. Before the third last week of class begins, the SAC Chair shall give to the department Chair a list of the times when the forms will be administered for each course and a list of the students who will administer the forms for each course. A copy of this list shall be posted in the department for the information of the students and faculty. At the same time, a copy shall be delivered to the Office of the Dean.

1.2 Administration

- a. CEFs shall be administered during the first 15 minutes of a class meeting.
- b. Students charged with the responsibility of distributing forms shall:
 - Arrive early for each class;
 - Bring sufficient CEFs to meet the needs of the class;
 - Write the nine-digit course number on the board;
 - Read the uniform statement that explains the purpose of the form;
 - Encourage students to write comments on the CEF itself but not give supplementary suggestions about what to say in the comments.
 - Distribute and collect CEFs
- c. If supplementary questions are to be asked in a course, the SAC member responsible for administering the form shall obtain the supplementary questionnaire from the instructor and/or department prior to administering the forms in the course.
- d. Forms are to be administered to all students in the class at the same time. Students who are not present when the uniform statement is read should not be allowed to fill out a form.

1.3 Distribution

- a. Immediately following administration, the student responsible shall give to the Academic Administrative Assistant two sealed envelopes containing the originals and the faculty member's copy.
- b. If a supplementary questionnaire was distributed, the student responsible shall return the questionnaire to its source – the instructor and/or department.
- c. When final grades are submitted, the envelope containing the faculty member's copy shall be given to the faculty member.

2.0 For courses taught outside the faculty member's department

If a faculty member teaches a course outside his or her own department (for example, in *Montserrat*, Honors or CISS), the SAC of the faculty member's department is responsible for administering the CEFs in the course. The originals and copies of the CEFs will be delivered to the faculty member's department and distributed to the faculty member and the department chair as indicated in [A] above.

The CEFs are not to be reviewed by the director of the program or the chair of the department that offered the course, unless the faculty member chooses to make his or her own copies available. As permitted in the SAC procedures, the director of the program or the chair of the department that offers such a course can ask the SAC to administer a supplementary questionnaire. In such a case, the SAC member will administer the supplementary questionnaires at the same time as the CEFs and will return them separately to the individual who requested them.

3.0 For team-taught and collaborative courses

If a course is structured so that more than one faculty member is teaching the course, students will be asked to complete separate CEFs for each instructor.

[NOTE: This includes all courses where more than one faculty member is lecturing, leading class discussion and assigning and evaluating student work on a regular basis. It does not include courses where different faculty members give "guest lectures" or courses that employ a shared plenary lecture but where the majority of the class-time and all evaluation of student work is done by a single faculty member.]

In such cases, the SAC of the department of each faculty member is responsible for administering the CEFs for that faculty member. These CEFs can be administered on the same class day (by two different SACs) or they can be administered on different class days. The originals and copies of the CEFs will be delivered to each faculty member's department and distributed to the faculty member and the department chair as indicated in [A] above.

The CEFs are not to be reviewed by the director of the program or the chair of the department offering the course (unless that individual is the chair of the faculty member's department), or by other faculty members teaching the course, unless the faculty member chooses to make his or her own copies available. If the faculty members participating in the team-taught course and/or the department or program sponsoring the course would like an overall student evaluation of the course to be conducted, they should ask one of the SACs to administer a supplementary questionnaire as permitted in the SAC procedures. The SAC member will administer any such supplementary questionnaires at the same time as the CEFs and will return them to the individuals who requested them.

4.0. Retention

- a. CEFs for probationary members shall remain in the departmental faculty file through the year of the tenure decision. If the individual is denied tenure, his or her faculty file shall be placed in the College Archives at the end of the academic year following the tenure decision. If he or she is granted tenure, that material shall be treated like that of a tenured faculty member.
- b. When the above material is sent to the Archives, there should be a note to the effect that the material is not to be opened without the permission of the department chair, Dean of the College, or President, and that it may be sent only to one of those three.
- c. CEFs for tenured members of the faculty shall be kept in the departmental faculty files for four years (or to allow for a minimum of six semesters of teaching on file).
- d. CEFs for members of the faculty who have separated from the College (i.e., visiting faculty or those who have retired or resigned) shall be kept in the departmental file for two years following their separation from the College.
- e. All other CEFs shall be shredded by an authorized representative of the College.

Forms:

Title:
Title

Related Information:

Title: Instructions to the SACs for the Administration of the CEFs
Title

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