Oregon Tech Policy
OIT-21-035
Student Evaluation of Instruction

1. Policy Statement

This policy outlines the process by which students will be able to evaluate faculty and courses on a regular basis. The purpose of these evaluations is to provide faculty with student input regarding teaching performance and the strengths and weaknesses of courses, given the student's experience in those courses. They are useful as one of many measures for assessing teaching performance, but are not, by themselves, a complete measure of teaching effectiveness. However, these evaluations are designed to give professors useful and timely feedback to improve teaching effectiveness.

2. Reason for Policy/Purpose

This policy governs how student evaluations of instruction are administered in classes and describes how their results should be considered by the university as one component of evaluation of instruction.

The policy for student evaluation of faculty is based on the following responsibilities:

- Students have the responsibility of participating, and of doing so in a mature, unbiased way.

- Faculty have the responsibility of seriously considering student input and implementing changes as appropriate. Faculty also have a responsibility to actively encourage participation from students.

- Department Chairs are responsible for ensuring that faculty in their departments actively encourage students to complete evaluations. Deans will monitor compliance at the college level and provide oversight to ensure Department Chairs fulfill this responsibility. The Provost's Office will provide university-wide guidance and support.

- Administration must recognize that summative evaluations are useful as only one measure of teaching performance, and that their validity can be compromised by student bias or by low response rates.

3. Applicability/Scope

All students and instructional faculty, including part time and adjunct faculty.

4. Definitions

Faculty Multi Term Survey Report: A table placed in the faculty member's Annual Performance Evaluation form (refer to OIT-21-040). It includes an entry for each course taught, with class size,

response rate and a numerical summary rating (or ratings) agreed upon by the Commission for College Teaching and the Provost's Office that best reflect what student evaluations can tell about quality of instruction.

5. Policy

5.1 Policy Details

Students will be given the opportunity to evaluate faculty and courses on a regular basis. The purpose of these evaluations is to provide faculty with student input regarding teaching performance and the strengths and weaknesses of courses.

Teaching evaluation scores will be included on the Annual Performance Evaluation (APE) form in a Faculty Multi-Term Survey Report (FMSR) table format.

5.2 Procedures

5.2.1 Evaluation Frequency and Scope

All classes, regardless of format (on-campus, online, hybrid), will be evaluated every term. In some special cases (for example externship courses), courses can be excluded, but only if requested by the instructor, recommended by their department chair, and if approved by the college dean and the Provost's Office. Different question sets may be used for fully online classes and other formats. Evaluations will be conducted for each course registration number (CRN) or equivalent. However, if the same instructor teaches both a lecture and a lab section, they may request to combine the evaluations of the lecture and lab into a single evaluation. If the same instructor teaches two courses that are cross listed with the same meeting time and place, they may request to combine them into a single evaluation.

5.2.2 Evaluation Schedule and Question Submission

The day after the last day to withdraw from an individual course is the first day of the student evaluation of the term. One week before the first day of the evaluation, faculty can submit their own additional questions until 5:00 PM on the last business day before the evaluation starts. The last day of evaluation is 11:59 PM on the last business day before the final exam's week, except for the summer. For every summer term, the last day of evaluation is 11:59 PM, the day before the last day of each summer term.

5.2.3 Campus-Wide Notification

A campus-wide notification will be announced on the first day of the student evaluation period and three days before it ends.

5.2.4 Notification by Instructors

Every course instructor will contact their students directly during the student evaluation period, to encourage them to participate and to explain why the process matters and that it is anonymous. Department Chairs will be responsible for tracking participation rates within their

departments and addressing low response rates with faculty as needed. Deans will ensure compliance within their respective colleges, reporting summary participation trends to the Provost's Office.

5.2.5   Submission of Evaluations

The online evaluation system will automatically collect and forward the completed evaluations to the Office of the Provost.

5.2.6   Availability of Evaluation Results

The evaluation results should be made available to faculty no later than the first day of class of the next term. Department Chairs will review evaluation response rates and discuss trends with faculty as part of regular instructional quality assessments. If response rates remain consistently low, chairs may work with faculty to implement additional strategies to encourage student participation. Deans will oversee and report trends to the Provost's Office.

5.2.7   Review of Evaluation Questions

The Commission on College Teaching will review and update the evaluation questions at least every 7 years (or more often if requested by Faculty Senate or by the provost) to ensure they remain relevant and effective. Faculty or the department can add questions if the platform allows it. Also, the commission will review and update what numerical results are included in standardized reports as in the FMSR and promotion/tenure portfolios.

6.   Links to Related Procedures, Forms, or Information

Information about how teaching evaluation scores are used in Annual Performance Evaluation of faculty is located in OIT-21-040 Faculty Evaluation Policy.

Information about how teaching evaluation results are used in portfolios and review for promotion, indefinite tenure, and post-tenure review are located in the portfolio guidelines and OIT-20-030, 20-035, and 20-040 respectively.
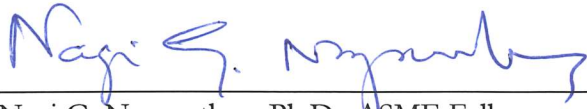
7.   Policy Review/Consultation

This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Faculty Senate

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8.   Policy Approval

Approved by the President on March 17, 2025.

Nagi G. Naganathan, Ph.D., ASME Fellow
President

Supersedes
OIT-21-035 dated June 22, 2009

Revision Dates
June 22, 2009
November 22, 2024
March 17, 2025