

Course/Instructor Evaluation Guidelines

All faculty members must ensure that a college-wide course/instructor evaluation instrument is administered near the end of the term to all of the courses they are assigned to teach. The college-wide course/instructor evaluation instrument may be augmented to include school-approved additions.

Faculty members are responsible for ensuring that evaluations for their courses are administered and that the completed evaluations are submitted to the School office for processing. Faculty members must not administer evaluations to the courses they teach nor handle completed evaluations prior to their processing. In addition, student-workers should not be involved in compiling the resulting data.

All faculty members must include the results of all course/instructor evaluations in their annual and comprehensive reviews.

Steps for Course/Instructor Evaluations: Face-to-Face Courses

1. Evaluation materials for each class will be distributed to instructors at least two weeks prior to the last scheduled date for regular class meetings.
2. Faculty members must schedule sufficient time for students to complete the evaluations during a scheduled class prior to the final examination week.
3. Faculty members should identify an individual for each class who will administer and collect the evaluations. This individual may be a student in the class, a faculty colleague, or staff member. The person administering the evaluations will also be responsible for returning the completed forms at his or her earliest possible opportunity to the designated administrative assistant or other secure location in the school or program.
4. The individual who administers the evaluations will be required to take steps to assure students that the responses they provide are anonymous and will not be viewed by the faculty member prior to assignment of course grades.
5. The designated administrative assistant will submit completed evaluations for analysis by the grade submission deadline for the term.

Steps for Course/Instructor Evaluations: Online Courses

1. A designated staff member in the NHS Dean's Office will create a course evaluation using an online survey tool (Survey Monkey) specific to each course.
2. Directions and a survey link will be emailed to each Faculty member at least 2 weeks prior to the last scheduled date for regular class meetings.
3. Faculty members will be instructed to forward the link and directions to their students.
4. Students will be given at least one week to complete the online survey, which must be completed before the end of the term.
5. A designated staff member in the NHS Dean's Office will download the results after the survey closing date and forward copies to the School Director after the grade submission deadline for the term.