

ATU Course/Instructor Evaluation Procedures and Policy

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1. The evaluation survey for a class begins at 80% completion of the course.
2. The evaluation survey for a class ends at 93% completion of the course.
3. Evaluation results become available to faculty 7 days after the class ends.
4. Faculty receive 2 notifications of the upcoming survey within 1 week of the survey start date.
5. A minimum number of 3 students must be enrolled in a class in order for the evaluation to run.
6. Student reminder emails are sent 3 days after the survey start date and a second reminder sent 2 days before survey close date.
7. A Dean or higher administrator may request that a particular class section not be evaluated provided the notification is received by IR&E before the survey start date.
8. To prevent a class from being evaluated, the Dean or higher administrator must notify IR&E before the survey start date.
9. The current question set that was in pilot phase in the spring of 2018 is now approved and in use.
10. Preliminary response rate reports will be sent to faculty 5 days before the survey closes.
11. All class sections are now evaluated subject to #5 and #7 above.
12. Banner data drives the evaluations. For example, if a person is listed as an instructor of a class section in Banner then that person will have an evaluation generated and sent to all enrolled students.
13. Surveys will be generated on the 10th of each month. *subject to change based on administrative needs and updates to EvaluationKit and BlackBoard.
14. Students enrolled in the class at the beginning of the evaluation period have an opportunity to complete the evaluation even if they drop the class at a later date; i.e. students that evaluate a class and then drop still have their responses tabulated.