

Teacher and Course Evaluation Procedures

Teacher and Course Evaluation are conducted through CoursEval with the evaluation scheduled for the last week of classes, and scores and comments returned to faculty members 72 hours after final grades have been turned in. This cycle begins early in the term to allow for the process to be completed as scheduled and consistent with Faculty Senate recommendations.

Consistent with Arkansas Higher Education Coordinating Board and Board of Trustees policy requiring student evaluation of teaching, each semester the Teacher and Course Evaluation Process will begin with electronic notification from Information Technology Services.

The following guidelines should be included with whatever instructions colleges and schools normally provide to faculty for evaluation procedures each semester. All faculty members (except those in the Law School) who are teaching organized classes (as opposed to individual instruction) are required to take part in the teacher and course evaluation process each term and to follow these guidelines **unless the class enrollment is fewer than five**, in which case evaluation by this system is not required. Other evaluation tools established by the program or department should be used for assessment of individual instruction including thesis and dissertation direction and for very small classes. The Law School has a different system of student evaluation.

The following procedures are developed in response to the Teaching Council's recommendations offered to and adopted by the Faculty Senate on March 11, 2009. These procedures are meant to supplement Academic Policy 1405.15.

A standardized university-wide procedure for administration:

- 1) All course evaluations are administered on-line for each class through CoursEval. Each semester the schedule for online course evaluations including dates and times of deployment and communications will be provided on the Provost's Web site: <http://provost.uark.edu>.*
- 2) An e-mail will be sent to all students enrolled in a class with 5 or more students, as well as the instructor for that class, announcing information regarding evaluations (adding faculty questions, opening and closing dates, etc.).*
- 3) Students will receive e-mails every other day for one week reminding them to complete the course evaluations. Once a student has completed a course evaluation, he or she will no longer receive reminder e-mails.*
- 4) Evaluation period is generally 5-10 days long and access to course evaluations will then be closed.*
- 5) The evaluation process is completely anonymous.*
- 6) Results of evaluations will be available via the CoursEval system to individual faculty members 72 hours after grades are posted in ISIS. Results can be accessed by logging in.*
- 7) Faculty may not retaliate against students, based on feedback from course evaluations, or the faculty will face negative repercussions.*
- 8) It is the faculty member's responsibility to login to CoursEval prior to evaluations being deployed to ensure accuracy of the information being provided to students, including title of course, instructor(s) to be evaluated, and accuracy of university, college and department core questions. Inaccuracies or updates need to be reported to the CoursEval administrator before the evaluations deploy to students by e-mailing courseval@uark.edu.*

- 9) *Faculty may choose 5 questions from the PICES Item Catalog in addition to the pre-determined University, College, and Department core questions for each course being taught.*
- 10) *Quantitative information on course evaluations is available to designated department heads, chairs and deans, however comments are private and not shared unless the faculty member chooses to do so.*

Core Items for Individual Colleges

The College Core items for each college are listed below. These questions are also visible when you preview the CoursEval survey for your class.

AFLS College Cores

Course Questions

- 1) The teaching methods used in this course enable me to learn. (Code: 120)
- 2) Meaningful feedback on tests and other work is provided. (Code: 283)
- 3) The content of this course is consistent with the objectives of the course. (Code: 019)

Instructor Questions

- 1) My instructor provides individual assistance when asked. (Code: 253)
- 2) My instructor explains difficult material quickly. (Code: 073)

ARCH College Cores

Course Questions

- 1) This course builds understanding of concepts and principles. (Code: 028)
- 2) The stated goals of this course are consistently pursued. (Code: 014)

Instructor Questions

- 1) My instructor is reasonably available for consultation. (Code: 256)
- 2) My instructor explains difficult material clearly. (Code: 073)
- 3) My instructor seems well-prepared for class. (Code: 081)

ARSC College Cores

Course Questions

- 1) Assignments are related to goals of this course. (Code: 213)
- 2) The teaching methods used in this course enable me to learn. (Code: 120)
- 3) The stated goals of this course are consistently pursued. (Code: 014)

Instructor Questions

- 1) My instructor displays a clear understanding of course topics. (Code: 064)
- 2) My instructor is readily available for consultation. (Code: 255)
- 3) My instructor explains difficult material clearly. (Code: 073)

EDUC College Cores*Course Questions*

- 1) Adequate feedback is provided to guide my progress in this course. (Code: 276)
- 2) This course builds understanding of concepts and principles. (Code: 028)
- 3) The content of this course is consistent with the objectives of the course. (Code: 019)
- 4) This course encourages me to think critically. (Code: 482)
- 5) This class provides a meaningful learning experience. (Code: 396)

ENGR College Cores*Instructor Questions*

- 1) My instructor gives appropriate/timely feedback on each student's performance. (Code: 274)
- 2) My instructor is readily available for consultation. (Code: 255)
- 3) My instructor is fair and impartial when dealing with students. (Code: 352)
- 4) My instructor seems well-prepared for class. (Code: 081)
- 5) My instructor is effective in teaching the subject matter of this course. (Code: 098)

GRAD College Cores*Course Questions*

- 1) This course builds understanding of concepts and principles. (Code: 028)
- 2) This course has clearly stated objectives. (Code: 002)
- 3) The stated goals of this course are consistently pursued. (Code: 014)

Instructor Questions

- 1) My instructor displays a clear understanding of course topics. (Code: 064)
- 2) My instructor demonstrates the importance and significance of the subject matter. (Code: 051)
- 3) My instructor makes good use of examples and illustrations. (Code: 032)
- 4) My instructor is readily available for consultation. (Code: 255)
- 5) My instructor provides opportunity for questions during class. (Code: 160)
- 6) My instructor explains difficult material clearly. (Code: 073)
- 7) My instructor is fair and impartial when dealing with students. (Code: 352)

PROV College Cores*Course Questions*

- 1) This course builds understanding of concepts and principles. (Code: 028)
- 2) This course has clearly stated objectives. (Code: 002)

Instructor Questions

- 1) My instructor displays a clear understanding of course topics. (Code: 064)
- 2) My instructor demonstrates the importance and significance of the subject matter. (Code: 051)
- 3) My instructor is fair and impartial when dealing with students. (Code: 352)

WCOB College Cores*Course Questions*

- 1) When I have a question or comment I know it will be respected. (Code: 338)

Instructor Questions

- 1) My instructor displays a clear understanding of course topics. (Code: 064)
- 2) My instructor is actively helpful when students have problems. (Code: 251)
- 3) My instructor displays enthusiasm when teaching. (Code: 389)
- 4) My instructor seems well-prepared for class. (Code: 081)