



Initial Questions to Address

1. What is the purpose of the ratings? Is it to evaluate the course; evaluate each individual instructor's effectiveness; or both?
2. Are the results needed for personnel evaluation?
3. Are there special circumstances that need to be taken into account? Does one instructor cover more complex material where lower ratings of student learning might be expected? Do the instructors use very different teaching methods?
4. Are the learning objectives different for various parts of the course?

Alternative Administration Procedures

Option 1: Evaluating the Course

If the course has one set of learning objectives and the purpose is to obtain course feedback as opposed to feedback for the individual instructors, then to administer the system, complete one Faculty Information Form. You can either pick one instructor name or create a hybrid name. For example, if Professors Smith and Jones were teaching the course, they might use "JonesSmith" as their hybrid name. Students should be asked to complete the survey one time toward the end of the course and instructed to rate their overall experience in the course. The extra questions can be used to get specific feedback for individual instructors.

If the purpose is for instructor evaluation, then students will have to complete a survey for each instructor. There are a number of alternative administration strategies depending on size of class and how the course was structured.

Option 2:

This option can be employed if the class was relatively large. You can randomly split the class so each instructor is rated by at least 12 to 15 students. Students must be instructed to focus only on the instructor they are being asked to rate. Each instructor must complete their own Faculty Information form to go with the respective student surveys. It is up to the instructors to determine if they should select the same objectives or not.

Option 3:

This option can be used if instructors teach sequential portions of the course. Students will complete the survey multiple times throughout the course as each portion is completed and each instructor must complete a separate Faculty Information Form that relates to that section of the course.

Option 4:

If the purpose of the ratings is instructor evaluation and the course is team-taught, but with indistinguishable segments, each instructor must be rated separately by all students, unless there are enough students to split the evaluation. You will need one Faculty Information Form per instructor. We recommend alternating semesters and rating only one instructor at a time. If all instructors must be rated, make sure that they rated on different days. In these instances, also consider using the Short Form.