



Teaching Evaluation Policy and Procedures

Sponsor: Office of Academic Affairs

Revised Policy Approved by the Faculty Senate April 2, 2019, and
New Mexico Tech President April 12, 2019

Policy Purpose: The purpose of this policy is to set forth the manner in which course evaluations are to be administered, including information to be transmitted to students concerning the use of the evaluation data.

Teaching evaluation forms should be made available online in our Learning Management System (LMS, currently Canvas) during the last two weeks of classes for all regular semester courses with three or more students, including labs, zero-credit labs, recitations, and field courses. (For courses of less than-a-semester duration, such as intersession courses, the forms should be made available during last two days of class.) Separate teaching evaluations must be administered for each instructor (including teaching assistants).

The general policy and procedures regarding these forms are as follows:

1. Instructors and/or departments may add a small number of questions (not to exceed a total of 3) specifically targeting a department and/or a course, e.g., you might consider questions addressing the effectiveness of specific assignments or teaching techniques.
2. It is recommended that faculty remind students during the survey period that they should complete their on-line course evaluations.
3. The following statement must be transmitted to the students (via the survey form itself and perhaps other means) prior to their completing the evaluations:
*"Please take this evaluation of instruction very seriously. This survey has several important functions: Survey results provide feedback that can be used by your instructor to revise the style and/or content of the course. Survey results can be used (along with other data) to assess the utility, quality, and content of the class, and can be used by your instructor's supervisor to evaluate his/her performance. Your instructor will NOT see your individual ratings. Your ratings will be combined with those of the rest of the class. Your instructor will see statistics for the ratings (e.g., mean, median, etc.) and the student comments **only after** final grades are submitted. Because your instructor will see your written comments, you should be careful not to include personally identifying information in your comments."*
4. Instructors **shall not** have access to student identities even after final grades have been posted, nor will department chairs. However, in exceptional circumstances, such as a threat of violence, a student's identity may be revealed.
5. After grades are turned in, the numerical scores and student comments will be given to the instructor to be used in a constructive manner. The department chair (and academic supervisor if applicable), as well as tenure and promotions committee members, academic Deans and VPs will also be given the summary information as part of the general evaluation of courses and performance. We all recognize the difficulties in evaluating course quality and teaching effectiveness and it should be clear that these evaluation forms are only one of many tools used to assess teaching performance.