

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT EVALUATIONS
Procedure No. 3357:13-16-403
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Effective: July 7, 1991

- A. North Central State College requires periodic evaluations of instructors by their students. The details of this requirement are in the "Policy on Full-time Academic Faculty Employment, Renewal, or Non-Renewal of Contract, Resignation and Grievance Procedures." The purpose of this requirement is to help an instructor identify those teaching techniques that he/she is using well (and, consequently, should not change), and those techniques that may need improvement.
- B. The dean or his/her designee will administer the questionnaire. The administration takes about 15 minutes. The instructor will be notified in advance when the administration will occur, and should plan to be out of the classroom during this time.
- C. The results of the evaluation will be shared with the faculty member in a composite format after the end of the quarter; students' comments will be typed and included; the instructor will not see the original questionnaires.
- D. The system is designed to encourage students to be as open and honest as possible in their evaluation so that the information provided to faculty members will be useful.

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