

St. Thomas University

Policy Statement

Policy Name: Course Evaluation Policy and Procedures

Classification:

General Administration	_____
Academic	<u> X </u>
Unit	_____

Date of Issue: January 21, 1993

Amended: March 20, 1997

Amended: March 18, 2004

Amended: December 15, 2005

Amended: May 8, 2025

Policy:

St. Thomas University takes pride in its commitment to excellence in teaching and recognizes that it is each faculty member's professional responsibility to provide effective instruction. As one method of maintaining quality instruction, St. Thomas requires all faculty members to carry out regular student course ratings. Student course ratings are carried out for the purpose of improving instruction and providing evidence of effective teaching. Course ratings will be undertaken in a manner which offers appropriate confidentiality to faculty and students.

It is understood that quality teaching may be reflected in a variety of teaching practices. Therefore, faculty members at St. Thomas University are strongly encouraged to develop a "teaching portfolio" in order to demonstrate that their unique pedagogical style produces effective instruction. Course ratings may be included as a component of a "teaching portfolio."

General Procedures:

1. Each course taught at St. Thomas University will be evaluated.
2. Course ratings will be carried out with approved St. Thomas University student evaluation forms.
3. Notwithstanding 2.2, individual faculty members may employ alternative course evaluation procedures provided that the alternative procedure is approved by the Vice-President (Academic and Research) one month before the last class in the course.
4. Course ratings will take place during the last two weeks of classes. Instructors will be able to choose any class time slot within those two weeks.
5. The Director of Institutional Research will be responsible for overseeing the course evaluation procedures as required by this policy.

6. Information gained through course ratings will be administered, analyzed, and reported in a manner which guarantees the confidentiality of individual student respondents.
7. Qualitative information gained through course ratings will be returned, unread and unanalyzed, to the respective faculty member on a confidential basis, after the course is completed and the marks have been submitted by the instructor.
8. Quantitative information gained through course ratings shall be statistically summarized and provided to the respective faculty member, the Vice-President (Academic and Research), and when deemed appropriate or necessary by the Vice-President (Academic and Research), the Department Chair or Program Director, after the course is completed and the marks have been submitted by the instructor.
9. This "Course Evaluation Policy and Procedures" will come into effect for the 1993-1994 academic year.

Directions for Administration (online)

1. Starting in Fall 2025, student course evaluations will be completed primarily online.
2. Students will be contacted via email to notify them that the evaluations will be opening soon.
3. When evaluations open, students will be invited to a secure website where they will log in using their STU credentials. The links distributed to students will contain a code that uniquely connects each student to the courses in which they are enrolled.
4. Paper-based, in-class course evaluations may be conducted by professors provided they send a written request (via email) to the Vice-President (Academic and Research) at least one month prior to the last day of classes in the semester for which evaluations are being conducted.

Directions for Administration (paper-based)

1. It is the instructor's responsibility to obtain a sufficient number of rating forms for each course.
2. The instructor will arrange for a student class representative to administer the student course ratings at the beginning of a class in the last two weeks of term.
3. No faculty member will be present in the classroom while the course rating is being administered.
4. The person administering the rating will bring to the attention of the students the following from the university's policy statement on student course ratings:
St. Thomas University requires all faculty members to carry out regular course ratings. Course ratings are carried out for the purposes of improving instruction and of providing evidence of effective teaching. Course ratings will be undertaken in a manner which offers appropriate confidentiality to faculty and students.
 Note: If space permits, the above statement will be included on the actual student course rating form.
5. The person administering the rating will write the following course identification information on the blackboard to assist students in correctly completing the evaluation:

Subject (e.g. Sociology), Section (e.g. a), and Title (e.g. Introduction to Sociology). Students will be asked to write this information on both rating forms.

6. The directions will continue with the following being read to the students:
There are two forms for you to complete. The first form is identified as the "Student Course Rating Form." When answering the questions on this form, please remember that the number "1" means that you "strongly disagree" with the statement, whereas the number "5" means that you "strongly agree." Please do not confuse these numbers as this would invalidate the procedure. Information obtained from this form will be statistically summarized and a report of the average scores for each item will be provided to the faculty member teaching this course and the Vice-President (Academic and Research) after the final grades have been submitted. The second rating form is identified as the "Supplementary Evaluation Form." After these forms have been completed, they will be sealed in an envelope. After the final grades for this course have been submitted, the faculty member will be given the sealed envelope and will then have possession of the actual form which you have completed. Thank you very much for cooperating with this very important procedure.
7. When all students have completed the rating forms, the forms will be collected and placed in an envelope that is clearly marked with the course number, section, and the instructor's name. The envelope will be sealed in the classroom by the student class representative who has administered the evaluation. The flap of the sealed envelope will be signed by another student in the classroom, and then the envelope will be delivered to the Registrar's Office.
8. The instructor will be informed by the student class representative when the administration of the course rating is completed so that the instructor may return to the classroom.
9. The student class representative will, by signing, attest to the fact that these directions for administration have been adhered to.

Policy Origin:

This policy was prepared by Dr. Roger Barnsley, Vice-President (Academic).

Senate: January 21, 1993

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