

Office of the Director
Institutional Research, Assessment and Planning

Teacher Course Evaluation Process

Background

The Sixth Master Agreement between the University of the District of Columbia and the University of the District of Columbia Faculty Association/NEA governs Student Evaluations.

Policy Statement

UDC recognizes the importance of effective student participation in the evaluation process and gives students the opportunity to complete a Student Course Assessment form for each course they take in which they are enrolled. The integrity of the Student Course Assessment process rests upon the confidentiality of the student's ratings. To ensure that student assessments are not traced to a given individual, the Office of the Provost for Vice President Student Affairs has established policies that must be followed by participating instructors:

- o Instructors are not permitted to be in the classroom or lab while students complete the evaluations;
- o A designated student is responsible for taking the completed forms to the departmental office for processing;
- o Scanned evaluation forms are transmitted to the IRAP office for analysis;
- o Instructors are not permitted to examine either individual evaluation forms or summary evaluation results until after grades have been posted.

The IRAP office discourages instructors from evaluating their courses and teaching when fewer than five students are enrolled. Instructors who teach classes with fewer than five students are encouraged to seek permission of their department chairs to participate in the Student Course Assessment process.