August 20, 2014

To:    Dean Van Galen, Chancellor  
       116 North Hall  
       University of Wisconsin-River Falls

From:  David P. Rainville, Chair  
       Faculty Senate  
       University of Wisconsin-River Falls

Re:    UWRF Faculty Senate Motion 2014-15/8

At the August 20, 2014 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2014-15/8 was passed and is effective immediately. The motion is forwarded to you for your action.

A Motion from the Executive Committee to change 4.5.5 as indicated below from the current language to the proposed language. This is intended to implement Faculty Senate Motion 2012-13/18 requiring evaluation of all courses via an online method.

Approved  

Disapproved  

______________________________  
Dean Van Galen, Chancellor

Date  

8/27/14
Student Evaluation of Instruction

4.5.5.1 Introduction
In general, student evaluation of classroom teaching produces two types of information. One type of information can be used to help the faculty and instructional academic staff identify the effectiveness of specific instructional practices and can also identify areas for improvement or development. The second type of information gained from uniform student evaluations is used to arrive at broad comparisons of faculty and instructional academic staff members and can be used for personnel decisions. The student survey of classroom teaching effectiveness conducted at UWRF is of the second type only. According to an interpretation by the Wisconsin Attorney General, the results of uniform student evaluations conducted by the University, College, or unit on a required basis are PUBLIC information.

1. All of the following courses with enrollment greater than 1 will be evaluated by students: [FS 06/07-32(1)]
   a. all on campus and off campus offerings
   b. all offerings from face-to-face to completely on-line
      i. lecture
      ii. laboratory
      iii. discussions
      iv. seminars
   c. when lecture/lab/discussion combinations, consider
      i. if same faculty/students groupings, faculty decision to give it to only one or each offering – all students must be given the opportunity to evaluate
      ii. if different faculty/students groupings, evaluations will be required for all offerings

2. All other types of courses will not be evaluated unless the department so chooses [FS 06/07-32(2)]

Student evaluations are but one means of assessing classroom teaching effectiveness. A thorough review of teaching effectiveness includes classroom observations by peers; a review of syllabi, tests, texts, and required readings; a review of other teaching tools such as computer simulations and videos; videos of a class period; self-evaluation including statements of teaching goals, and the methods the teacher uses to accomplish these goals; examples of the products of one’s teaching such as essays, papers, art and performances; examination of grading patterns and how grades are determined in a department; and the results of uniform student evaluations. The information used in assessing teaching effectiveness for personnel decisions should augment the information required in Section 4.3.2.1 c.1 and 4.3.2.3.

In brief, uniform student evaluations should be used as supporting evidence of classroom teaching effectiveness and not as the primary evidence of it.
4.5.5.2 Uses of the Uniform Survey Results
The results of uniform evaluations of classroom teaching effectiveness can be used in personnel decisions. Personnel decisions are made in departments/units, by the Deans, by the Provost and Vice Chancellor for Academic Affairs, by the Chancellor, by College promotion committees, and by those involved in grievance proceedings. Normally the personnel decisions made are for retention, promotion, tenure, and merit pay. Every academic and administrative unit making personnel decisions must state in writing the relative importance of student evaluations in comparison to other means of evaluating teaching such as those discussed above. The statements must be approved by the appropriate Dean, by the Provost and Vice Chancellor for Academic Affairs and by the Chancellor.

4.5.5.3 Uniform Survey Instrument
a. The survey instrument will include only questions approved by the Faculty Senate, and will be administered by the Provost and Vice Chancellor for Academic Affairs.
b. Any statistical measures will be applied to the results of one question only, not to any combination of all the questions. Statistical measures applied to a question must be limited to the responses to that question in one class section only. There must not be any "composite" number derived from the results of the questions.
c. The frequency, standard deviation, mean or average of the results of each question must not be used explicitly to compute any department, College, or University-wide salary change including raises, merit pay or pay reductions.
d. The results of uniform student evaluations will be sent to the individual faculty member surveyed, to the department chair, to the Dean, to the Provost and Vice Chancellor for Academic Affairs, and will be available in the Library.
e. Uniform student evaluations will be conducted within the last three weeks of the semester. Fall semester evaluation(s) shall be conducted in a timely manner so that results for probationary faculty will be available by January 10th. The results of the survey will not be available until after the final grade rosters are submitted to the Registrar. The Provost and Vice Chancellor for Academic Affairs will ensure that all grade rosters have been submitted.
f. Uniform student evaluations will be administered in all classes each semester for probationary faculty and instructional academic staff classified as Associate Lecturer and Lecturer. Student evaluations will be administered each semester for one-third of tenured faculty and instructional academic staff classified as Senior Lecturers. Tenured faculty and Senior Lecturers to be evaluated by students will be selected alphabetically every third evaluation period. Faculty and Senior Lecturers have the option to have student evaluations done more frequently.

4.5.5.4 Recommendation for Further Evaluation
Individual faculty members may on their own volition conduct additional student surveys to help identify the effectiveness of specific instructional practices and areas for improvement or development. Individual students may decide whether to complete these surveys or not. At the discretion of the faculty member, a copy
of the survey instrument, and any results obtained from them, may be included in the personnel file as a part of the teaching portfolio.

Proposed 4.5.5

4.5.5 Student Evaluation of Instruction

4.5.5.1 Introduction

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1. All of the following courses with enrollment greater than 4 will be evaluated by students:

2. a. all on campus and off campus offerings
   b. all offerings from face-to-face to completely on-line
      i. lecture
      ii. laboratory
      iii. discussions
      iv. seminars
   c. when lecture/lab/discussion combinations, consider
      i. if same faculty/students groupings, faculty decision to give it to only one or each offering – all students must be given the opportunity to evaluate
      ii. if different faculty/students groupings, evaluations will be required for all offerings

3. All other types of courses will not be evaluated unless the department so chooses [FS 06/07-32]

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c. The frequency, standard deviation, mean or average of the results of each question must not be used explicitly to compute any department, College, or University-wide salary change including raises, merit pay or pay reductions.

d. The results of uniform student evaluations will be sent to the individual faculty member surveyed, to the department chair, to the Dean, to the Provost and Vice Chancellor for Academic Affairs, and will be available in the Library.

e. Uniform student evaluations will be conducted online within the last three weeks of the fall and spring term. Fall semester evaluation(s) shall be conducted in a timely manner so that results for probationary faculty will be available by January 10th. The results of the survey will not be available until after the final grade rosters are submitted to the Registrar. The Provost and Vice Chancellor for Academic Affairs will ensure that all grade rosters have been submitted.

The instructor of record for each course will be evaluated each fall and spring term. Tenured faculty members and senior lecturers may choose to receive evaluations every third evaluation period according to the schedule listed below. Tenured faculty members and senior lecturers choosing to receive evaluations according to this schedule must identify this preference within the campus student information system (eSIS, pathway: Main Menu > UWRF - Human Resources > HR Self Service > HomeAdd/Forwarding Email/Eval) by the "50 day drop" date of each term.”
<table>
<thead>
<tr>
<th>Initial of the Last Name of a Tenured Faculty and Senior Lecturer</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to I</td>
<td>Fall 2014, Spring 2016, Fall 2017, etc.</td>
</tr>
<tr>
<td>J to R</td>
<td>Spring 2015, Fall 2016, Spring 2018, etc.</td>
</tr>
<tr>
<td>S to Z</td>
<td>Fall 2015, Spring 2017, Fall 2018, etc.</td>
</tr>
</tbody>
</table>

f. Reports will be disseminated according to the following schedule:

g. Group | Format | Content | Time |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td>Electronic PDF shared via email</td>
<td>Questions 1 to 10</td>
<td>Within 1 Week from the day final grades are due</td>
</tr>
<tr>
<td></td>
<td>Electronic PDF shared via email</td>
<td>Questions 1 to 8</td>
<td>Within 1 Week from the day final grades are due</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td>Electronic PDF shared via email</td>
<td>Questions 1 to 8</td>
<td>Within 1 Week from the day final grades are due</td>
</tr>
</tbody>
</table>
| College Dean* | Electronic#  
| PDF shared via email | Questions 1 to 8 | Within 1 Week from the day final grades are due |
| Provost and Vice Chancellor for Academic Affairs~ | Electronic~  
| PDF shared via email | Questions 1 to 8 | Within 1 Week from the day final grades are due |
| Director of Library~ | Paper Copy – shared via campus mail  
| Electronic~  
| PDF shared via email | Questions 1 to 8 | Within 1 Week from the day final grades are due |

% Individual reports (formatted as individual PDF files) will list each course offering.

~The chairperson of the department and/or college by which a course offering is identified will receive a report. If a faculty member is teaching a course outside of their “home” department, he/she can choose to share this report with their home department or college.

#One report (formatted as one PDF file) will list each course offering and instructor name for the department.

~One report (formatted as one PDF file) will list each course offering and instructor name within the college.

~Four reports (formatted as four PDF files) will list each course offering and instructor name divided by college.

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Electronic records stored within the course evaluation system (Class Climate) will be purged on a seven (7) year interval.
4.5.5.4 Recommendation for Further Evaluation
Individual faculty members may on their own volition conduct additional student surveys to help identify the effectiveness of specific instructional practices and areas for improvement or development. Individual students may decide whether to complete these surveys or not. The results of the surveys are confidential and are the property of the individual faculty member. At the discretion of the faculty member, a copy of the survey instrument, and any results obtained from them, may be included in the personnel file as a part of the teaching portfolio.