

**UW Colleges Senate Policy**  
**Institutional Personnel Policy Affecting Faculty and Academic Staff**  
**#301.01**  
**Administering the Student Survey of Instruction**

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Revision Ratified by the Senate, May 17, 1986, p. 4, 6

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Revision ratified by Senate Oct. 8, 1999, p. 5, att. 9

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**I. For Faculty**

- A. The Student Survey of Instruction form approved by the UW Colleges shall be administered for all faculty classes every third semester (e.g. fall 1998, spring 2000, fall 2001, etc.). Additional student surveys will be administered in the fall and spring semesters of classes taught by first-year probationary faculty and in the spring semester of classes taught by second-year probationary faculty and in the fall semester of classes taught by fifth-year probationary faculty.
- B. Administration of the form shall be a campus responsibility. Campuses should contact central administration early enough to assure sufficient forms are available to meet all deadlines. Forms shall be made available to the faculty at least three full weeks before the end of the course.
- C. Materials related to the implementation of the Student Survey of Instruction, including the Student Survey of Instruction form; instructions to students; instructions for identifying class and instructor on the Student Survey of Instruction Course Section sheet; and statistical data summary to be reported to campuses, departments, and faculty, are located in IP Personnel Policy #301.01, Appendix 2.
- D. In addition, instructors, departments, or campuses may request occasional student evaluations of personnel in unscheduled semesters. If departments require additional evaluations, the department chairs shall inform central administration and the campuses in a timely manner of the need to set up administration.
- E. Departments and/or individual faculty can include up to ten additional evaluation questions; the numbering for the additional questions will start at number 21. The questions should be printed on a separate sheet with the department and class clearly identified, and should be distributed at the same time as the standard form. One copy of the additional questions should be sent to the campus and department, and the processing center.

## **II. For Instructional Academic Staff, including Returning Retired Faculty**

- A. For retention and merit purposes, the Student Survey of Instruction shall be administered in the classes of instructional academic staff in accordance with the schedule in Institutional Personnel Policy #320. Administration of the form shall be a campus responsibility. Campuses should contact central administration early enough to assure sufficient forms are available to meet all deadlines. Forms shall be made available to the instructional academic staff at least three full weeks before the end of the course.

## **III. For Distance Education, Interdisciplinary Studies, or Other Special Courses**

- A. Additional questions can be added using the procedures outlined in I.E.
- B. Courses with multiple instructors shall have one form for the class.
- C. The statistical analysis and comments for all courses will be referred to the respective departments, campuses, and instructors involved. However, the results of multiple-instructor, or other special courses (e.g. freshman seminar, one-credit Interdisciplinary Studies linking seminar), shall be separate from and not included in the statistical summary for the instructor.
- D. Results for Distance Education courses in the first semester taught in a mode that is new to the instructor shall not be used in personnel decisions. Results shall be separate from and not included in the statistical summary for the instructor for that semester only.

## **IV. Procedures**

- A. Packets of survey and section forms shall be made available to all scheduled instructors at least three full weeks before the end of the course. (In special circumstances, departments may request or approve of administration earlier in the semester.)
- B. In the interest of efficient processing, no later than the fifth week of classes for the semester in which all classes are scheduled to be evaluated, the Processing campus shall circulate information guiding campuses, departments, faculty and instructional academic staff to the materials related to the implementation of the Student Survey of Instruction located in IP Personnel Policy #301.01.
- C. The campus dean shall: i) provide for a secure drop-off point and temporary storage for completed forms; ii) for transmission of forms to the processing location; and iii) for making two copies of the reverse (written comment) pages and their distribution to respective departments chairs and, after final grades have been submitted, to individual faculty. The original forms, following processing, will be returned to the campus, and shall be retained on the campus for seven years. The statistical results shall be maintained in a permanent personnel file for each instructor.

- D. The instructor shall inform the students at least two days or one class period before the evaluation is to be done. The instructor shall not schedule the evaluation the day a major exam is given or returned or a major assignment is returned. The instructor can request review of the course syllabus prior to the evaluation, and in multiple-instructor courses can inform students that only one form will apply to the course and that comments on individual instructors can be written in the spaces provided.
- E. Each faculty member shall complete the identifying section sheet prior to the administration of evaluations. The instructor shall write the course identification number on the board, and designate a student from each class to administer the forms and return the forms to the drop off point. The instructor will not be present during the administration of the evaluation, although a colleague may be. At least ten minutes shall be allowed for completion of the forms. Evaluations shall only be completed during the class time in which they are distributed. Under no circumstances shall the instructor collect or handle the completed forms until after final grades have been submitted, nor shall the instructor lobby students by word or deed for higher ratings.
- F. The person administering the form shall read the following statement before distributing the forms:

*It is the policy of the University of Wisconsin that students be given the opportunity to evaluate teaching faculty. You are not required to complete the evaluation, but your participation is encouraged. Do not write your name on the form. It will become a public document that your instructor will not have access to until the semester is over and your final course grade is recorded. Do not talk with others while completing this form. Please write freely and honestly.*

*The information obtained on this form will be considered when making decisions regarding salary, promotion, or tenure. Your instructor will find your evaluations helpful when improving his/her teaching and course content.*

*If any item does not apply to you or the course, mark the “not applicable” column. Use a #2 pencil, not a ballpoint, filling in each circle completely. You will have at least 10 minutes to complete the evaluation.*

- G. The only attachments accompanying the student forms will be the section sheet identifying the class and, where applicable, a sheet listing additional questions.

## **V. Processing And Distribution Of Statistical Results**

- A. Completed evaluation packets, separated by class and instructor, will be sent to the individuals authorized to process the forms. All packets should be submitted no later than the end of the final exam period for the semester in which the evaluation is conducted.

- B. The statistical results will be electronically distributed to individual faculty members, to the relevant departments, and the campuses. For tenured faculty and instructional academic staff, the campus will retain the original forms and electronic data, including statistical summaries, for at least five years. For probationary faculty, the campus will retain the original forms, statistical summaries and electronic data for at least seven years. Departments are encouraged to retain the electronic data, including statistical summaries, for tenured faculty at least five years and for probationary faculty for seven years.
- C. After the data processing is complete, the original forms will be returned to the campus. The campus will retain the original forms for seven years and electronic data for at least ten years. Departments are encouraged to retain the electronic data for at least ten years.
- D. Electronic data on faculty or instructional academic staff who are no longer employees of the UW Colleges can be deleted from their respective e-mail accounts 30 days after the data has been sent.

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**Appendix 1: Notes to Student:**

1. The only attachments accompanying the student forms will be the section sheet identifying the class and, where applicable, a sheet listing additional questions.
2. Under no circumstances may instructors see the survey forms until after the grades have been turned in. The forms should be delivered to the drop off location by the student.
3. Instructors who bring the forms to class and students who circulate them should make only those remarks about the forms which are pertinent to the task of gathering student reactions.

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**Appendix 2: Statistical data to be reported to Campus, Department, and Faculty**

For each item:

- Frequency distribution
- Mean
- Standard Deviation
- Correlation Matrix (to be sent to Instructor)

Summary data shall not include distance education, Interdisciplinary Studies or one-credit courses offered outside of regular departments, such as Freshman Seminar. Such courses are identified in the tenth column on the section sheet. Departmental and campus merit committees can request extraction of the “global instructor” (q. 17) or other small set of responses for each faculty member under review. Compilation does not include summation.