The purpose of the Student Survey of Instruction is to evaluate instructors for purposes of tenure, promotion, merit and retention. To ensure fairness and parity of treatment, no other student survey regarding instruction shall be administered by administration, departments or campuses (with the exception of course visitations surveys administered by a peer that become incorporated into the visitation report and do not, in themselves, become part of the employee personnel file).

I. For Faculty

   Revised by the Senate (SAPC) 2013-04-26

   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, or in the case of Online instruction, the responsibility of Distance Education. For Face-to-Face and Blended classes, forms shall be made available to the faculty at least three full weeks before the end of the course. For those courses taught Online, the Distance Education program shall consult with instructors and arrange for administration of the survey as indicated in IV.B.

   C. Materials related to the implementation of the Student Survey of Instruction, including the Student Survey of Instruction form; instructions to students; and statistical data summary to be reported to campuses, departments, and faculty, are located in IP #301.01, Appendices 1 and 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 the campuses or Distance Education 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 or Distance Education, and department, and the processing center.

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

Revised by the Senate (SAPC) 2013-04-26

A. For rehiring, 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 IP #320. Administration of the form shall be a campus responsibility, or in the case of Online instruction, the responsibility of Distance Education. Forms shall be made available to the instructional academic staff at least three full weeks before the end of the course. For those courses taught Online, the Distance Education program shall consult with instructors and arrange for administration of the survey as indicated in IV.B.

III. **For Distance Education, LEC 100, Accelerated, Blended, Interdisciplinary Studies, or Other Special Courses**

Revised by the Senate (SAPC) 2013-04-26

1. Additional questions can be added using the procedures outlined in I.E.

2. Courses with multiple instructors shall have one form for the class.

3. 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.

4. Results for courses in the first semester taught in a mode (e.g. Instructional Television, Compressed Video, Point-to-Point, Online, Blended or Accelerated) 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.

5. Accelerated courses must adjust the time frame in which to offer the survey so that it occurs within the last 20% of the class. (For seven or eight week classes, the evaluation should take place in the final 10 days of class. For five week classes, the evaluation should take place in the final week of class.)

IV. **Procedures**

Revised by the Senate (SAPC) 2013-04-26

Revised by the Senate (FPSC) 2015-01-22
A. For Face-to-Face and Blended Instruction

1. Packets of survey 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.)

2. 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 #301.01.

3. The campus dean shall: i) provide for a secure drop-off point and temporary storage for completed forms; and ii) for transmission of forms to the processing location.

4. Central Office will make an electronic copy of the forms and be responsible for their distribution to respective department chairs. Campuses, after final grades have been submitted, shall distribute results to individual faculty. The original forms, following processing, shall be retained by Central Office for six months. The statistical results shall be maintained in a permanent personnel file for each instructor.

5. The instructor shall inform the students at least two days or one class period before the evaluation is to be done. The instructor must conduct the evaluation during a class period within the final 20% of the semester. The instructor shall not schedule the evaluation the day a major assignment is conducted or 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.

6. Each faculty member shall 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.

7. 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. Your instructor will not have access to this document 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 black or blue ball-point pen or thin felt tip pen, marking each box with an X. Please write legibly. You will have at least 10 minutes to complete the evaluation.

8. The only attachments accompanying the student forms will be the instruction sheet and, where applicable, a sheet listing additional questions.

B. For Online Instruction
The following statement will precede the Student Survey of Instruction:

1. An electronic version of the survey must be a component of all Online courses in which the Student Survey of Instruction is required or requested via IP Policy #301.01.

2. Prior to the start of each semester, the Dean of UW Colleges Online and Distance Education shall arrange for each section that is to be evaluated to be linked to an electronic version of the Student Survey of Instruction.

3. The Dean of UW Colleges Online and Distance Education, in consultation with the instructor, shall assign a three day period in which the evaluation shall take place. The default period will be the last full three days of instruction. However, an alternate evaluation time will be assigned if the default period would overlap with any day in which a major assessment is conducted or returned. Additionally, an instructor may request an alternate evaluation period, provided that it takes place within the last 20% of the semester and does not overlap with the giving or returning of a major assessment. Evaluations shall only be completed during this three day period.

4. At least one week before the evaluation period is to begin, instructors shall inform students of the evaluation time period via email and by posting the dates on the class News page. The instructor can request review of the course syllabus prior to the evaluation, and in multiple-instructor courses can inform students that only one survey will apply to the course and that comments on individual instructors can be typed in the online forms provided.

5. Under no circumstances shall the instructor be given access to the completed surveys until after final grades have been submitted, nor shall the instructor lobby students by word or deed for higher ratings.

6. The following statement will precede the Student Survey of Instruction:
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. The survey will be anonymous. Your instructor will not have access to this document until the semester is over and your final course grade is recorded. Do not work with others while completing this survey. Please answer 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.

V. Processing And Distribution Of Statistical Results
Revised by the Senate (SAPC) 2013-04-26

A. For Face-to-Face and Blended classes, 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, Central Office will retain the original forms for six months and electronic copies and data, including statistical summaries, for at least five years. For probationary faculty, Central Office will retain the original forms for six months, statistical summaries and electronic copies and 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 retained by Central Office for six months 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.

Revised by Senate (SAPC) 2013-04-26

Appendix 1: Notes to Student:
1. The only attachments accompanying the student forms will be this instruction sheet 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.
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 Interdisciplinary Studies or one-credit courses offered outside of regular departments, such as Freshman Seminar. 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.