

UW Colleges Senate Policy

Instructional Policy #308

Administering the Student Survey of Instruction

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

Ratified by the Senate, March 15, 1986, p. 7, 10-12 att. 9

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

Revision ratified by Senate April 27, 2001, p. 8, att. 8

Revision ratified by Senate May 3, 2002, p. __, att. __

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

Revised by the Senate (FPSC) 2015-01-22

Revised by the Senate (SAPC) 2017-04-28

Reorganized and Renumbered 2017-04-28

The purpose of the Student Survey of Instruction is to evaluate instructors for purposes of a) tenure, promotion, merit, and retention for faculty and b) retitling, merit, and rehiring for instructional academic staff. 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. General Guidelines

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

Revised by the Senate (SAPC) 2017-04-28

- A. The Student Survey of Instruction form approved by the UW Colleges shall be administered whenever a course is taught.
- B. Administration of the form shall be a shared responsibility of the Central Offices, Regional Offices, UW Colleges Online, and Distance Education. The online questionnaire shall be made available to students at least two full weeks before the end of the semester or one week before the end of an accelerated course, with the understanding that students may take the questionnaire at any time during that period.
- 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 instructors, are located in IP 308, Appendices 1 and 2.
- D. Departments, programs, and/or individual instructors can include up to ten additional evaluation questions. The questions should be displayed on a separate page 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 Regional Office

or UW Colleges Online and department or academic program, and the processing center.

- E. Courses with multiple instructors shall have one form for the class. The statistical analysis and comments for team-taught courses will be available to departments, campuses, and instructors. However, the results for multiple-instructor course evaluations shall be separate from and not included in the statistical summary for the instructor.

II. For Distance Education, Online, Accelerated, Blended, or Other Special Modes of Instruction

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

Revised by the Senate (SAPC) 2017-04-28

- A. Additional questions can be added using the procedures outlined in I.D. Questions used for evaluation purposes must be limited to teaching performance and not a) the mode of instruction or b) scaled course materials not developed by an individual instructor.
- B. Results for courses in the first semester taught in a mode (e.g. 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.
- C. 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.) For courses offered in fewer than five weeks, the evaluation period should remain open for three days following the last day of class to allow for sufficient time for students to respond.

III. Procedures for Administering the Survey

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

Revised by the Senate (FPSC) 2015-01-22

Revised by the Senate (SAPC) 2017-04-28

- A. An electronic version of the survey must be a component of all courses in which the Student Survey of Instruction is required or requested.
- B. Unless an instructor specifically decides to provide class time for students to complete the Student Survey of Instruction, it is assumed that students will complete the survey on their own time, using their own computer hardware or campus computer labs.
- C. Digital access to survey forms shall be made available to all students in a class at least two full weeks before the end of a semester course or one week before the end of an accelerated course. (In special circumstances, departments may request or approve of administration earlier in the semester.) Students may complete evaluations at any point during a two-week period for a semester course or a one-week period for an accelerated course. Because of the length of the evaluation period, instructors may assign, collect, and return major assignments during this period.

- D. 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 308.
- E. At least one week before the evaluation period begins, instructors should inform students of the evaluation time period and provide information about how to access the survey electronically. Instructors in face-to-face and synchronous distance education courses should notify students during class. Instructors in courses offered in other modes of delivery should inform students of the evaluation time period through the digital platform used to deliver course instruction. 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.
- F. The Central Office will electronically collect the forms and be responsible for their distribution to respective department and program chairs. After final grades have been submitted, Regional Offices shall distribute results to individual instructors. The statistical results shall be maintained in a permanent personnel file for each instructor.
- G. 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-

IV. Guidelines for Using Dedicated Class Time for Evaluation

Added by the Senate (SAPC) 2017-04-28

- A. At their discretion, instructors have the option to provide time during a class period for students to complete the online Student Survey of Instruction. If they do so, they must follow the additional procedures in this section.
- B. Instructors can encourage, but not require, students to complete evaluations during the provided class time. Students can complete their evaluations at any time during the two-week survey period, even if class time is provided by the instructor.
- C. The instructor shall inform the students at least two days or one class period in advance, if class time is allocated for evaluations. The provided class time must fall within the two-week survey period. The instructor should not provide class time for evaluations on the day a major assignment is conducted or returned. In multiple-instructor courses, instructors can inform students that only one form will apply to the course and that comments on individual instructors can be typewritten in the spaces provided.
- D. To complete online evaluations, instructors may a) request that students use their own computing devices, b) use classroom/lab computers, or c) reserve and use a campus computer lab, if one is available. When using student devices, instructors should permit students to leave the classroom to access computers elsewhere on the campus.

- E. 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 evaluations.

V. Processing, Distributing, and Storing Results

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

Revised by the Senate (SAPC) 2017-04-28

- A. The statistical results and student comments will be electronically distributed to individual instructors, to the relevant departments and/or academic programs, and the campuses.
- B. The Central Office retains digital copies of the results for at least ten years. Departments and academic programs are encouraged to retain the electronic data for at least ten years.
- C. Electronic data related to student evaluations for 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

Revised by the Senate (SAPC) 2017-04-28

Appendix 1: Instructions for Students

1. The only attachments accompanying the student forms will be instruction and, where applicable, additional questions.
2. The following information should be included with a link to the electronic evaluation survey for students to read prior to beginning the survey:

It is the policy of the University of Wisconsin that students be given the opportunity to evaluate instructors. 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 your evaluation or comments until after the semester ends and the instructor submits your final grade. Please respond freely and honestly.

The UW Colleges considers information from student evaluations in making decisions regarding salary, promotion, and tenure. Instructors also use results from evaluations to improve their teaching and course content.

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Appendix 2: Reporting and Use of Results

1. Reporting of Statistical Data

SSI individual and summary data will be reported to the campus, department, and instructor.

For each prompt, the following will be made available, along with a definition and explanation of how to understand the results:

- Frequency distribution
- Mean
- Standard Deviation
- Correlation Matrix (to be sent to Instructor)
- Cross tabulations for some items

Departmental and campus merit committees can request extraction of small set of responses for each faculty member under review. Compilation does not include summation.

2. Appropriate Use of Statistical Data

Departments, programs, and campuses should refer to the “Student Surveys of Instruction (SSI) Guiding Document” for guidance in using statistical data to evaluate instruction.