

# Student Appraisal Survey Administration

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## Basic Survey Administration Policy

Student appraisal surveys of all courses and all sections that meet the inclusion criteria will be conducted online unless specifically noted.

## Inclusion Criteria

- **Minimum Class Size**

For a student appraisal survey to be administered there must be at least seven [7] students in the class. If the appraisal is to be conducted in-class, at least 5 out of the 7 must be present.

- **Minimum Course Duration**

A student appraisal survey will be administered in all courses which have 1.5 credit hours or a minimum of 20 hours in class (or equivalent).

## Survey administration period

Online surveys will be open from the 60% course completion point to the last day of classes. In-class surveys will be conducted from the 60% course completion point for a period not to exceed three [3] weeks.

## Post-probationary Faculty:

All courses and all sections taught by all post-probationary faculty will be included in the student appraisals. Online appraisals will usually be used for classes of post-probationary instructors.

Sections of the same course taught by the same instructor will be aggregated into one class (group) for online surveying. This allows the use of a Class Climate software feature where the instructor report may include past profile lines of the same course for comparison across terms (up to a maximum of five terms). It also increases the probability that student feedback will actually reach instructors because the response rate cut-off will be applied to more than one section.

Faculty may request per-section reports provided there are enough responses.

Post-probationary instructors may request that student appraisal surveys be conducted in-class in a maximum of two sections per academic year (1 September through 31 August). Responses from these sections will not be aggregated and will be reported per section. The in-class surveys will replace online surveys of those classes.

## Probationary and Non-regular Faculty

All courses and all sections taught by all probationary and non-regular instructors (both NR1 and NR2) will be included in the student appraisals.

In-class appraisals will be conducted for classes of probationary and non-regular instructors whenever specific reports are required by the Dean's office. Unless specified by the Dean's office, the student appraisals will be conducted online in the same manner as classes taught by post probationary instructors.

The Dean's offices will provide the Student Appraisals Coordinator (SAC) at the beginning of each term with the list of probationary and non-regular instructors whose student appraisal reports will be required before the term ends. The SAC will then schedule the classes of these instructors for in-class appraisals.

*Approved FPRC 2 August 2012*