Student evaluation policy

Student evaluations are a means for students to provide feedback to their teachers about the course and about the teacher’s delivery of the course. As part of their professional responsibility to their students, faculty members should administer student evaluations for all of their classes.

All information about individual instructors and courses will be held in strict confidence. Results will be released only to the participating instructor, or to his or her designee. Each individual faculty member is viewed as a professional with the professional responsibility of sharing the results with his/her department chair/program coordinator. (A Course and Faculty Evaluation – CAFÉ—for UHM)

Teachers choose an approved UH system student evaluation form from among those available with department secretaries. Once a form is chosen, it should be used consistently throughout the probationary period.

Student evaluations can be given at any time during the semester; they are most often administered one to two weeks before the end of the semester. The answers are tallied and collated by the department secretary.

A hard copy of the summary report is given to the faculty member after grades have been submitted. The originals are kept in the department office for a minimum of two years.

Some departments are making use of the online evaluation system, eCafe. See your department chair or secretary for details on its use.

Evaluation procedures for faculty

1. About a month and one-half before the semester ends, see your department secretary for approved evaluation forms. Choose the form most appropriate for your class; this is the one you will continue to use each semester. Some departments use electronic forms.

2. Inform the department secretary of how many copies you will need for each of your classes.

3. Ask a teacher who has been teaching at the college for at least two years, a department secretary, a counselor, a TLC staff member, your department chair, program coordinator, or the faculty coordinator to administer the evaluations and return them to the department secretary.

Updated September 2010
4. The department secretary types summaries of the evaluations and distributes them according to position:

a. **Lecturers:** to lecturers and department chairs/program coordinators for discussion and feedback.

b. **Probationary/Temporary faculty:** to probationary/temporary faculty with a strong recommendation that they share their evaluations with their department chairs/program coordinator in a timely fashion. This will serve two purposes: department chairs/program coordinators may be able to work with the faculty members to address any concerns raised on student evaluations, and faculty members will be able to describe in their contract renewal documents how they have addressed any concerns.

c. **Tenured faculty:** to tenured faculty with a strong recommendation that they share their evaluations with their department chair/program coordinator for feedback.

Student evaluations are valuable tools that teachers can use to make improvements in classes and teaching methods.