

## EVALUATION OF TEACHING TOOLS POLICY

1. Ball State University recognizes the importance of its teaching mission. Evaluation of teaching plays a primary role in providing students with the best possible educational experience and in allowing faculty to develop to their full potential as teachers. Therefore faculty must annually evaluate their teaching by a variety of means.
2. In addition to its primary role in improving teaching, evaluation of teaching plays a role in personnel decisions such as promotion, tenure, and merit pay. Because the evaluation of teaching for personnel decisions must be fair and systematic, the University establishes the following policy.
  - 2.1 Each department shall devise procedures, to be approved by its college, for regularly conducted evaluation of teaching, including student ratings. Ratings by students shall be conducted each year on a regular schedule that meets departmentally approved standards, suitably administered, summarized, and available for review during personnel decisions. When the faculty member's assignment includes teaching, these ratings shall be done in at least one class per year. In appropriate circumstances, the College Dean may waive this requirement. (This would apply to elementary teachers, particularly.)

## GUIDELINES TO BE FOLLOWED IN EVALUATION OF TEACHING

To facilitate the fair and systematic evaluation of teaching, the University has developed the following requirements.

1. Student ratings are to be used for two purposes: first the improvement of teaching and second, when used as part of the evidence upon which decisions are based, for personnel matters.
  - 1.1 Improvement of Teaching

During the term, student feedback may be solicited to assist in making improvements in a current course or subsequent offerings. A variety of methods can be used, such as formal surveys, open-ended questionnaires, or informal essays, but any student statistical ratings are to be anonymous. Departments, with the approval of colleges, shall make provisions to assure that no student is penalized for expressing his or her opinion. This student feedback, designed to improve teaching, is not appropriate for making personnel decisions.

***1.1.1 The approved form will be added to the handbook as an appendix.***
  - 1.2 Personnel Decisions

Near the end of the semester, but not during final exam week, a rating form adopted by departments to evaluate teaching shall be administered to students enrolled in classes currently taught within the department. This rating form can include formal surveys, open-ended questionnaires and/or informal essays. Every reasonable effort will be made to protect the anonymity of student responses. Departments, with the approval of colleges, shall make provisions to assure that no student is penalized for expressing his or her opinion.

***1.2.1 The Burris Faculty Welfare Committee has determined that this evaluation will take place four weeks prior to the end of the course.***

The statistical data gathered from student ratings will be summarized by a designated University

office. Departments, with the approval of colleges, shall make provisions to ensure the confidentiality and integrity of the data. Pooled data, without any traceable reference to the instructor, may be maintained for norming and research. The individual rating forms, or transcripts thereof, at the discretion of the department, are considered property of the faculty member and must be given back to the faculty member when the tabulation of results is complete.

### 1.3 Implementation of Policy

Policies for selection of courses, frequency of evaluation, timing of Administration/completion, adjustment for exceptional circumstances, and reporting of results will be developed by departments and approved by appropriate college committee(s).

### 1.4 Methodological and Statistical Considerations

Sound methods and statistical procedures are to be followed. Among these are the following:

1.41 Statistical summary of information from classes with enrollment of ten (10) or fewer should be avoided. Other methods of evaluation are recommended in this case.

1.42 Information derived from teaching rating forms shall not be disseminated to or received by a professor's peers, department chairperson, any Promotion and Tenure committees, or anyone else unless it is accompanied by a copy of the evaluation form used and copies of any instructions provided to those filling out the forms.

1.43 Information relating to any individual faculty member and derived from different evaluation forms which include different items and configurations of items shall never be averaged nor co-mingled.

## 2. Administration of Student Ratings Used for Personnel Decisions

2.1 The rating form is to be administered in a professional manner by someone other than the instructor. The instructor is to be absent throughout the evaluation process.

2.2 Instructors and/or students are not in any way to attempt to influence unfairly the outcome of this rating.

2.3 Students shall be instructed that if there are any violations of 2.1 or 2.2 above, the nature of the violation(s) should be reported to the chairperson of the department or the college dean if the department chairperson is teaching the course.

2.4 The instructor shall not have access to the ratings or the data before the semester's grades are posted.

2.5 To ensure a uniform and professional standard of administration, each department shall develop a statement of instructions to be clearly presented to students before they respond to rating forms. In addition, each department shall develop standard instructions for those who administer the rating forms.

## 3. In accordance with the Policy for the Evaluation of Teaching, the following guidelines are provided:

3.1 Each department shall devise a form for assisting the chairperson's review of faculty members' teaching. Samples of suggested forms will be available in each dean's office. The adopted form shall be appended to the department's Promotion and Tenure Document and Merit Pay Document and be submitted to the appropriate college and University

committees for approval.

3.1.1 Faculty Goals

3.1.1.1 Following the first three full weeks of school, each teacher will complete and send the goal document, via-email, to a designated member of the faculty welfare committee.

3.1.1.2 Each teacher will be assigned a partner (peer teacher) to communicate with about their goals in order to help each person grow personally and/or professionally.

3.1.1.3 The teachers who are paired will meet on various dates to discuss and/or review their goals.

3.1.1.4 Faculty members will receive, via email, their goals periodically from a member of the Faculty Welfare Committee. This is to remind the teacher of their goals and to see if they are working towards or achieving them.

3.1.1.5 At the conclusion of the school year, the paired teachers will meet and evaluate their year from the aspect of their goals.

3.1.1.6 Each teacher will create at least one goal.

3.1.2 Evaluation by Pre-Service teachers

3.1.2.1 Teachers may have pre-service teachers evaluate the supervising teacher.

3.1.2.2 The form for this evaluation will be added as an appendix to the handbook.

3.2 Each department shall devise a form for assisting peer review of faculty members' teaching. Samples of suggested forms are available AT each dean's office. The adopted form shall be appended to the department's Promotion and Tenure Document and Merit Pay Document and be submitted to the appropriate college and University committees for approval.

3.3 For chairperson and peer review of teaching portfolios the department and colleges shall develop guidelines to standardize and limit materials in consultation with the Office of Teaching and Learning Advancement.

4. The Teaching Evaluation Committee shall review these procedures at least every three years. This committee shall review and report on the student rating forms and departmental policies.