

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Evaluations of Faculty		SOP #: FAF.004.01
Effective Date	8/1/2019	
Last Revision/Review	12.3.2021	

1. Purpose

This SOP describes the procedures for generating, disseminating, and utilizing student feedback for Year 1 and 2 teaching faculty.

2. Related Policy/Authority

Burrell Policy: B11010, Student Program Evaluation

3. Faculty/Staff Responsibilities

Office of Evaluation and Assessment

- Deliver faculty evaluations to students at finalization of course.

Chairs, Faculty

- Utilize student feedback in considering evaluation and improvements of teaching

Faculty Affairs -- Develop and approve changes to the evaluation surveys

- Utilize overall student feedback in overseeing evaluation and improvement in faculty teaching and faculty development

Promotions and Evaluations Committee – Reviews and provides feedback regarding the content and delivery of faculty evaluations

4. Definitions/Abbreviations

N/A

5. Procedural Steps

1. The Office of Faculty Affairs will work with the Promotions and Evaluations Committee to develop the survey for student evaluation of faculty. The Promotions & Evaluations Committee will recommend any changes to the Office of Faculty Affairs who will seek final approval of the Dean's Executive Committee for ratification.
2. The Office of Evaluation and Assessment will be the responsible party for assuring development, availability, and distribution of the survey tool(s).
3. The Office of Evaluation and Assessment will transcribe the survey into the online platform for faculty evaluations.
 - a. Individual faculty may request a limited number (1-3) of questions that are specific to their teaching to be added to the survey.
4. Prior to the beginning of each academic term, Chairs will work with the Office of Faculty Affairs and the Office of Evaluation and Assessment to identify the courses in which faculty in their department will be evaluated. Typically, each faculty member will be evaluated in one course per term; presumably in courses in which they have their heaviest teaching loads.

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5. At the end of each course:
 - The Office of Evaluation and Assessment will generate an evaluation for each faculty member who is scheduled to be evaluated.
 - Links to the surveys are delivered, via email, to the class.
 - The evaluations are not anonymous, but they are confidential. Students will be identified by their BURRELL email within the survey. However, the evaluation data disseminated to faculty and their Chairs will have student identifications removed. Names of students will only be reported if a non-professional comment merits reporting to the Office of Student Affairs.
6. Students have two (2) business days to complete the survey (electronically).
7. The data from the faculty evaluations (qualitative and quantitative) is disseminated to:
 - the faculty member
 - the faculty member's Department Chair
 - the Assistant Dean of Faculty Affairs
 - the Course Director
8. The faculty feedback is utilized for programmatic and faculty assessment processes.
 - Chairs' evaluations of faculty may include data relating to student feedback of teaching by the faculty member.
 - Individualized and general faculty development opportunities will be developed in response to needs identified in student evaluations.
9. Archived faculty evaluations will be stored in a folder in the secured Faculty Affairs share drive for a minimum of five (5) years.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The policy will be maintained by the office of Faculty Affairs and reviewed by the Promotions and Evaluations Committee as needed.

8. Signature

Signatures on File	12.1.2021
Assistant Dean of Faculty Affairs	Date
Assistant Dean of Evaluation and Assessment	

9. Distribution List

Internal

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.1.2021	All	Updated titles and BCOM to Burrell		