



## OHSU POLICY MANUAL

**Policy Number:** 02-50-035

**Policy Title:** Student Evaluation of Course & Instructional Effectiveness

**Effective Date:** July 17, 2018

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### 1. Policy Statement

OHSU employs the use of summative course evaluation and instructional effectiveness evaluations to assist faculty in monitoring the quality and effectiveness of teaching and support schools and departments in monitoring the quality of the curricula.

#### A. Summative Course Evaluation

OHSU requires students to engage in summative course evaluation as a component of every course, every term, using the OHSU evaluation system and questionnaire. All OHSU courses are subject to institutional course evaluations by default except the following:

- Seminars
- Dissertations/Thesis
- Independent Study/Directed Reading/Literature Review
- Rotations/Internship/Practicum
- Research/Lab
- Journal Club
- Work Experience/Workshop
- Reading and Conference
- Nano Courses

Data from courses with low student enrollment will be aggregated and reported back to the academic program once responses reach a minimum of 6 students.

#### B. Instructional Effectiveness Evaluations

Student evaluation of instruction supports faculty in monitoring their instructional effectiveness, in decisions about tenure and promotion, identifies exceptional faculty for teaching awards, and may encourage innovative teaching and learning methodologies. Instructional effectiveness evaluations are strongly encouraged for all faculty and may be required by academic unit heads and/or the school or college.

### 2. Definitions

A. **Academic Unit Head** includes Chair and/or Director.

B. **Courses** are approved units of teaching and learning. All courses are assigned a subject code and number and include but are not limited to undergraduate,

graduate or professional lecture, seminar, laboratory, clinical, simulation, thesis/dissertation, or independent study instruction offerings. Course delivery can be in-person, web-based or technologically-mediated, compressed or self-paced.

- C. **Course Evaluations.** A questionnaire which requires a written or selected response to a series of questions in order to evaluate a course.
  - D. **Instructional Effectiveness Evaluations.** A questionnaire which requires a written or selected response to a series of questions in order to evaluate the instructional effectiveness of faculty.
3. **Responsibilities**
- A. **Office of the Provost**
    - 1. The Teaching and Learning Center (TLC) will be responsible for launching course and instructional effectiveness evaluations, report creation, and distribution.
    - 2. The Registrar is responsible for providing the TLC with a list of courses and faculty of record to be evaluated.
  - B. **Academic Programs**

Each academic program is responsible for:

    - 1. Implementing the course and instructional effectiveness evaluation procedure consistent with this policy and OHSU's administrative practices.
    - 2. Reviewing course evaluation data and utilizing the data to inform curricular improvement.
    - 3. Submitting special evaluation requests to the TLC.
  - C. **Academic Unit Head**

Academic Unit Heads are required to discuss the results of course and instructional effectiveness evaluations with the faculty of record according to the policies of each school or college.
  - D. **Students**

All students have a professional responsibility for providing constructive feedback related to course and instructional effectiveness evaluations.
4. **Procedures**

The Office of the Provost is responsible for maintaining procedures pursuant to this policy.

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**Revision History:** May 31, 2012

**Related Policies and Procedures:** N/A

**Responsible Office:** Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-02-0612

**Key Words:** Teaching evaluation, survey, student feedback, academic course management