MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY E-6: PROCEDURE

TITLE: EVALUATION OF FACULTY BY STUDENTS

PROCEDURE:

A. Faculty teaching didactic and lab in the same course may combine or separate evaluations. Results will reflect the number of evaluations completed.

B. Each campus administrative assistant will circulate a Registrar request for faculty evaluation forms, according to faculty preference requested early in the semester.

C. Faculty will receive the requested evaluation forms from the Bozeman Administrative Assistant prior to the end of each course.

D. To allow for thoughtful student input, at least 15 minutes per faculty member should be scheduled during one of the two last scheduled class meetings or last instructor contact with the class. The instructor shall not be present in the classroom while students complete evaluations.

E. Students will be assured by the course instructor that data is not returned to the professor until after the final grades have been submitted to the Registrar.

F. An individual* will be assigned to: disseminate the questionnaires, read instructions aloud, encourage silence throughout the designated evaluation time, and to collect and return data to the campus Administrative Assistant/Receptionist in the sealed envelope. (*This might include a student, other Faculty, Campus Director or Administrative Assistant. Faculty may seek guidance from Campus Director.)

G. Students may not take lecture evaluations from the classroom. Clinical/lab evaluations will be completed at the final clinical conference, or at a specific time designated by the clinical faculty.

H. Faculty may choose additional evaluation forms which address other criteria for expertise, e.g. clinical practice or research.

I. Completed evaluation forms are to be returned to faculty by their Campus Director.