



# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Establishment of a Flexible, Faculty Approved Teacher Effectiveness Assessment System  
**Number:** UW Regulation 2-5

## I. PURPOSE

Effective university teaching focuses on students and their learning. It requires a broad set of specific skills and evidenced-based pedagogies that meet the requirements of the context in which the teaching and learning occur. A judicious teacher effectiveness assessment system recognizes the broad dimensions of teaching, is sensitive to different kinds and styles of instruction and innovation in teaching, and uses multiple measures involving multiple sources of data to assess effectiveness of teaching.

The purpose of a system for ~~evaluation~~assessment of academic personnel's teaching effectiveness and of student learning is twofold:

- A. To provide evidence-based feedback to academic teaching personnel from ~~students and colleagues~~multiple sources to aid in the continuous improvement of student learning, instructional methods, and course content, ~~and student learning~~; and
- B. To provide ~~independent~~ data on teaching effectiveness for consideration in the decision-making processes related to ~~continued employment, salary, reappointment,~~ promotion, tenure, fixed-term, salary, and ~~or~~ awards.

## II. DEFINITIONS

**Academic Personnel:** For the purposes of this Regulation, Academic Personnel includes faculty as defined in UW Regulation 2-1.

**Comprehensive Evaluation:** A multi-level process used for reappointment, tenure, promotion, fixed term, and extensive post-tenure review.

**Evidence-based pedagogies** use teaching practices that are based on available research in teaching and learning, practices that have been scientifically shown to foster learning.

**Group I Classes:** For the purposes of this Regulation, Group I classes include group instruction classes as defined in UW Regulation 2-100.

## III. POLICY

~~The system of regular student and peer evaluation~~

- 43           A.     ~~Regular assessment of teaching effectiveness applies to all courses taught as part of~~  
44           ~~the University curriculum. This system of evaluation~~ applies to all academic  
45           personnel, of whatever rank, category, or status, who perform teaching functions  
46           within the University. All Group I classes shall have some form of assessment.
- 47           B.     ~~A.~~— ~~Evaluations~~ Assessment by students, peers/colleagues, ~~peers~~, administrators,  
48           and self-~~evaluations~~ ~~must~~ reflections shall be included in any comprehensive  
49           evaluation of teaching and learning.
- 50           ~~C.~~   ~~B.~~— ~~Academic teaching personnel should not consider the formal, University-~~  
51           ~~mandated evaluations described below in Section 3 as the only course evaluations~~  
52           ~~permitted. Annual review of teaching shall include administrative assessment and~~  
53           ~~self-reflection. Additional sources of data may be used, consistent with the academic~~  
54           ~~unit's guidelines.~~
- 55           D.    To capture the many dimensions of teaching, multiple types of evidence of  
56           effectiveness shall be used, such as teaching awards, peer evaluation, student  
57           evaluation, professional development related to teaching, personal reflection,  
58           scholarship of teaching and learning, and assessment of student learning outcomes.

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60   **IV. FREQUENCY OF ASSESSING TEACHING EFFECTIVENESS**

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62   ~~III. PROCEDURES FOR MANDATED EVALUATION OF TEACHING~~

63   ~~— Student Evaluations~~

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65    ~~1. Evaluation Forms~~

66           ~~a.~~ Each college or department shall design an instrument for student  
67           ~~evaluation of teaching in all courses taught in/by that unit. The chosen~~  
68           ~~instrument shall provide a reasonable opportunity for all students in a course~~  
69           ~~to express their evaluations. More than one college or department may~~  
70           ~~choose to use the same instrument.~~

71           ~~b.~~ Because students and administrators may be utilizing a variety of evaluation  
72           ~~instruments, it is important that clear instructions to the students be part of~~  
73           ~~each instrument.~~

74           ~~c.~~ The academic teaching personnel of the relevant unit must approve the  
75           ~~instrument used. To encourage an exchange of ideas among colleges and~~  
76           ~~departments, each college and department shall keep a copy of its approved~~  
77           ~~instrument on file in the Faculty Senate office and the Academic Affairs~~  
78           ~~office.~~

79    ~~2. Administering evaluations~~

80 ~~a.~~ ~~The evaluations described in this Section are to be administered~~  
81 The frequency for assessing teaching shall occur according to the following minimum  
82 standard:

83 ~~1)~~  
84 A. All non-tenured and ~~non-extended term academic teaching personnel will~~tenure  
85 track faculty shall be evaluated in each course taught during their first three  
86 years. After that, evaluation will be conducted in at least one course per semester  
87 or term in which the individual teaches. If feasible, different courses should be  
88 evaluated each year.

89 ~~2)~~  
90 B. Tenured assistant or associate professors and extended term or fixed term rolling  
91 contract academic teaching personnel will be evaluated in at least one course per  
92 semester or term in which the individual teaches. If feasible, different courses  
93 should be evaluated each year.

94 ~~3)~~  
95 C. Tenured full professors will be evaluated in at least one course per year. If feasible,  
96 different courses should be evaluated in any two-year sequence.

97  
98 ~~b. Mandated evaluations must be given during the last twenty percent of the~~  
99 ~~contact hours of the scheduled course period.~~

100 ~~e. Evaluations must be conducted in a manner that preserves the anonymity~~  
101 ~~and confidentiality of student responses and maintains the integrity of the~~  
102 ~~process. If evaluations described in this sub-section are to be completed in~~  
103 ~~the classroom, an appropriate member of the University community other~~  
104 ~~than the class teacher must administer them.~~

### 105 **3. Processing and Release of Evaluation Results**

106 ~~a. To preserve the anonymity of students, "open-ended" or "free response"~~  
107 ~~comments shall be typed, either by having departmental staff transcribe~~  
108 ~~handwritten responses, or by having the students provide typed responses.~~  
109 ~~Data relating to the class level or major of the individual student may be~~  
110 ~~collected and reported separately, but shall not be keyed in any way to~~  
111 ~~individual open-ended or free response comments.~~

112 ~~b. Results of student evaluations described shall be released to the teacher and~~  
113 ~~the teacher's immediate supervisor only after the semester or term is~~  
114 ~~completed and final grades have been submitted to the Registrar's office.~~  
115 ~~["Results" refers to the typed or transcribed responses and compilations of~~  
116 ~~any numerical responses.]~~

117 ~~e. Original completed student responses (or copies thereof) shall be preserved~~  
118 ~~by the college or department for no less than three (3) years. Except as~~  
119 ~~provided below, the original completed student responses from any student~~

120 ~~evaluation system shall not be available outside the department. "Results"~~  
121 ~~may be forwarded along with other available evidence regarding teaching~~  
122 ~~performance to the administrative officials or committees duly charged with~~  
123 ~~the responsibility for making decisions regarding the teacher's continued~~  
124 ~~employment, salary, promotion, tenure and/or awards.~~

125 ~~d. In the event of an appeal/dispute, any teacher, department/division head,~~  
126 ~~dean, or appropriate committee has the right to provide a written statement~~  
127 ~~to accompany the "results" as they are distributed.~~

128 ~~4. After results of the student evaluations have been provided to the teacher,~~  
129 ~~copies of the original completed student responses must be made available to~~  
130 ~~the teacher upon written request to the immediate supervisor.~~

131 ~~5. Upon request of the Office of the Vice President for Academic Affairs or the~~  
132 ~~appropriate dean of the college and after written notification to the teacher, the~~  
133 ~~teacher's immediate supervisor shall provide copies of original completed~~  
134 ~~student responses to the administrative officials or committees duly charged~~  
135 ~~with the responsibility for making decisions regarding the individual teacher's~~  
136 ~~continued employment, salary, promotion, tenure and/or awards.~~

137 ~~**B. Peer Evaluations**~~

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139 **V. PROCEDURES FOR ASSESSING TEACHING EFFECTIVENESS**

140 ~~Each college or department shall design a process and timeline for peer evaluation~~  
141 ~~of its academic teaching personnel. The right to challenge peer evaluation results or~~  
142 ~~to make a written statement to accompany the results of the evaluation process as~~  
143 ~~they are distributed, is the prerogative of any teacher, department/division head,~~  
144 ~~dean, or appropriate committee.~~

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146 A. Academic personnel with teaching responsibilities in each academic unit shall  
147 establish and publish guidelines for assessing the effectiveness of each faculty  
148 member's teaching.

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150 B. Assessment procedures and methods chosen by each academic unit shall be  
151 consistent with the guidance provided in the Standard Administration Policy and  
152 Procedure adopted for the purpose of implementing this regulation.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Draft 3-30-21**  
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**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 800, Revision 7; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-800, now UW Regulation 2-5