

**UW REGULATION 5-800**  
**Establishment of a Flexible, Faculty-Approved Teacher**  
**Effectiveness Evaluating System**

**1. PURPOSE**

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

- a. To provide feedback to academic teaching personnel from students and colleagues to aid in the improvement of instructional methods, 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, promotion, tenure and/or awards.

**2. POLICY**

The system of regular student and peer evaluation of teaching effectiveness applies to all courses taught as part of the University curriculum, whether during the Spring semester, Fall semester, or Summer session, or any other session or term, and applies to correspondence and online courses, and other courses delivered through the Outreach School. This system of evaluation applies to all academic personnel, of whatever rank, category, or status, who perform teaching functions within the University.

- a. Evaluations by students, colleagues, peers, administrators, and self-evaluations must be included in any comprehensive evaluation of teaching and learning.
- b. Academic teaching personnel should not consider the formal, University-mandated evaluations described below in Section 3 as the only course evaluations permitted.

**3. PROCEDURES FOR MANDATED EVALUATION OF TEACHING**

**A. Student Evaluations**

- i. Evaluation Forms:
  - a. Each college or department shall design an instrument for student evaluation of teaching in all courses taught in/by that unit. The chosen instrument shall provide a reasonable opportunity for all students in a course to express their

evaluations. More than one college or department may choose to use the same instrument.

- b. Because students and administrators may be utilizing a variety of evaluation instruments, it is important that clear instructions to the students be part of each instrument.
- c. The academic teaching personnel of the relevant unit must approve the instrument used. To encourage an exchange of ideas among colleges and departments, each college and department shall keep a copy of its approved instrument on file in the Faculty Senate office and the Academic Affairs office.

ii. Administering evaluations:

- a. The evaluations described in this Section are to be administered according to the following minimum standard:
  - i. All non-tenured and non-extended term academic teaching personnel will be evaluated in each course taught during their first three years. After that, evaluation will be conducted in at least one course per semester or term in which the individual teaches. If feasible, different courses should be evaluated each year.
  - ii. Tenured assistant or associate professors and extended term academic teaching personnel will be evaluated in at least one course per semester or term in which the individual teaches. If feasible, different courses should be evaluated each year.
  - iii. Tenured full professors will be evaluated in at least one course per year. If feasible, different courses should be evaluated in any two year sequence.
- b. Mandated evaluations must be given during the last twenty percent of the contact hours of the scheduled course period.
- c. Evaluations must be conducted in a manner that preserves the anonymity and confidentiality of student responses and maintains the integrity of the process. If evaluations

described in this sub-section are to be completed in the classroom, an appropriate member of the University community other than the class teacher must administer them.

iii. Processing and Release of Evaluation Results:

- a. To preserve the anonymity of students, "open-ended" or "free response" comments shall be typed, either by having departmental staff transcribe handwritten responses, or by having the students provide typed responses. Data relating to the class level or major of the individual student may be collected and reported separately, but shall not be keyed in any way to individual open-ended or free response comments.
  - b. Results of student evaluations described shall be released to the teacher and the teacher's immediate supervisor only after the semester or term is completed and final grades have been submitted to the Registrar's office. ["Results" refers to the typed or transcribed responses and compilations of any numerical responses.]
  - c. Original completed student responses (or copies thereof) shall be preserved by the college or department for no less than three (3) years. Except as provided below, the original completed student responses from any student evaluation system shall not be available outside the department. "Results" may be forwarded along with other available evidence regarding teaching performance to the administrative officials or committees duly charged with the responsibility for making decisions regarding the teacher's continued employment, salary, promotion, tenure and/or awards.
  - d. In the event of an appeal/dispute, any teacher, department/division head, dean, or appropriate committee has the right to provide a written statement to accompany the "results" as they are distributed.
- i. After results of the student evaluations have been provided to the teacher, copies of the original completed student responses must be made available to the teacher upon written request to the immediate supervisor.
  - ii. Upon request of the Office of the Vice President for Academic Affairs or the appropriate dean of the college and after written notification to the

teacher, the teacher's immediate supervisor shall provide copies of original completed student responses to the administrative officials or committees duly charged with the responsibility for making decisions regarding the individual teacher's continued employment, salary, promotion, tenure and/or awards.

**B. Peer Evaluations**

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

Source:

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