GSU Faculty Handbook

311.01 Annual Review

Each faculty member at Georgia State University shall be evaluated at least once annually in writing by the immediate supervisor on the basis of scholarly attainment and professional growth as evidenced by (a) teaching activity and effectiveness; (b) research, publication, creative scholarly activity, or artistic performance; and (c) institutional and professional service activities.

To ensure a measure of procedural uniformity within the University System, the Chancellor has directed that the following steps be part of all evaluation systems:

A. the immediate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member's annual evaluation;

B. the faculty member will sign a statement to the effect that he/she has been apprised of the content of the annual evaluation;

C. the faculty member will be given the opportunity to respond in writing to the annual evaluation, with this response to be attached to the evaluation; and

D. the immediate supervisor will acknowledge in writing his/her receipt of this response, noting changes, if any, in the annual evaluation made as a result of either the conference or the faculty member's written response. This acknowledgment will also become a part of the record.

311.02 Student Evaluation of Faculty

Board of Regents' policy calls for a written system of faculty
evaluations by students with the improvement of teaching effectiveness as a major main focus (BOR Policy, Section 803.07).

**STUDENT EVALUATION OF FACULTY**

**A. Form** Questions applicable University-wide may be developed by the deans of the colleges, the Senate Academic Programs Committee, and the Senate Faculty Affairs Committee, and shall be approved by the Vice President for Academic Affairs. Questions applicable to a college may be developed by the dean, the departmental chair and the appropriate college-wide faculty committee, and are subject to the approval of the college faculty, the dean, and the Vice President for Academic Affairs. Questions applicable to a department shall be developed by the departmental chair and faculty of the department and are subject to the approval of the faculty of the department, the departmental chair and the dean of the college.

**B. Frequency** Each faculty member (including part-time and graduate teaching assistants) shall be evaluated by students in all courses the faculty member is teaching unless the department or college/school designates that student evaluations are not appropriate for a specific course.

**C. Use** The student evaluations are for purposes of self-improvement and information in the faculty evaluation process, as mandated in BOR Policy, Section 803.07. The aggregate data of student evaluation questionnaires shall be given to the instructor with a copy to the chairman or unit head. Comments by students shall be given to the instructor with copies to the departmental chair or unit head.

Any college/unit may require data from student evaluation questionnaires as one item in tenure and promotion materials, third-year review, and post-tenure review, provided that a majority
of full-time faculty members within the college/unit approve of such an action.

**D. Administration** The University shall use an online procedure for all student evaluations of instruction in all classes unless an online procedure isn't available for a particular course. The University shall provide technical support for only the online method of evaluation.

The procedure for the implementation of online evaluation shall be as follows:

A. In order for a student to access his/her grade for a particular course, the student must have either filled out an online course evaluation or actively selected a "do not wish to participate" option at the online evaluation site.

B. In no case will a student be allowed to fill out or alter an online evaluation after the grade is viewed.

C. The evaluation period for a regular semester (i.e., Spring and Fall) will begin two weeks before classes end and end two weeks after course grades become available to students. The evaluation period for all other terms will begin one week before classes end and end two weeks after course grades become available to students. After the evaluation period the course evaluation ratings will be tabulated and no further evaluations will be included in the overall evaluation of the course. The students, however, will still be required to fill out an evaluation to view their grade, but the evaluation will not count. After the two week period any comments received would be for the enrichment of the instructor only.