

Course and Instructor Evaluation Policies

The following policies have been developed to guide the implementation of E*Value as the mechanism for course and instructor evaluation at the Medical University of South Carolina. These policies have been developed by the Evaluation Oversight Committee and approved by the Education Advisory Committee.

Charges of the Evaluation Oversight Committee:

Under the direction of the Education Advisory Council, the committee shall be charged with:

- Establishing standards for the implementation of regularly administered evaluations of all faculty and courses in all colleges of MUSC, including policies related to student compliance.
- Insuring that core survey items are included, including those specified by the Office of Institutional Research, in each evaluation which will provide the institution with data germane to the on-going accreditation, assessment, and certification of academic programs at MUSC.
- Insure that all colleges have a battery of appropriately designed survey questions to evaluate the efficiency of each course in their respective curricula.
- Insure that all colleges have a battery of appropriately designed survey questions to evaluate the teaching performance of faculty members.
- Establish standards for the design and implementation questions to be included in both the faculty and course evaluations.
- Establish safeguards and review processes to insure that all questions are relevant, well constructed, understandable, valid and reliable.
- Establish procedures for appropriately administering the evaluations and at the appropriate times during the academic cycle.
- Establish procedures for reporting results to the Deans, Course Directors, Faculty Chairs, Faculty, and Students as appropriate and in a timely and meaningful manner.

Standards for the Implementation of Evaluations and Student Compliance

In an effort to promote the highest possible quality educational environment, the Medical University of South Carolina values the student assessment of course work. To assure comprehensive evaluation, the Medical University of South Carolina requires all courses be evaluated at each offering.

The evaluation should be conducted near the end of the course at a time specified by the course director and included as an event in the course syllabus.

Each college should develop guidelines for evaluating faculty, taking into consideration college specific accreditation criteria, program evaluation, and evaluation fatigue of students.

Evaluation protocol of guest lecturers is at the discretion of the college. It is recommended that each college develop specific guidelines for defining what constitutes a guest lecturer.

For the first academic year of implementation (2007-08), colleges will implement E*Value and monitor student compliance of course and faculty evaluations. Each college should develop guidelines for monitoring and enforcing evaluation compliance. The guidelines must be sent to the Evaluation Oversight Committee for review.

University-wide Core Questions

Core questions (questions included on all course evaluations) should include queries pertaining to the course (e.g., materials, content, and examinations) and the instructors (e.g., preparation, clarity, interest in teaching, teaching, methods, availability). A question to gather information on the faculty member's availability for consultation outside the learning environment should be included on the survey. Core questions have been established by the Committee and will be reviewed annually.

College Level Questions

The Office of the Associate Provost for Institutional Research and Assessment will provide examples of appropriately designed survey questions for faculty teaching and course evaluations. These can be found on the MUSC E*Value website.

A designated college appointee (E*Value coordinator, Associate Dean, etc.) should send college specific evaluation questions annually (by June 30th) to the Associate Provost for Education and Student Life, who will then give them to the Evaluation Oversight Committee for review in July. A description of the changes made from the previous year should be included along with any identified issues concerning the evaluation process that should be addressed by the Oversight Committee. The Evaluation Oversight Subcommittee will assess the questions for relevance, clarity, and validity. The committee chair will contact the respective college by the beginning of August if there are any concerns about proposed questions.

Reporting Requirements

Results of the evaluation will be available to the course director after the final course grades have been submitted to the Office of Enrollment Services. At the end of each semester, the dean and the department chairs of each college will receive a summary report of the course and instructor scores for his/her college. Each college will identify a process for dissemination of the evaluation results within the college.

Feedback should be provided to students regarding the impact of their feedback on curriculum changes. This feedback may serve to encourage and increase student participation in the evaluation process. Also, as part of our University Assessment Plan, the overall pattern of college responses (core questions) will be reviewed periodically.

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