

**Title: #IV-7. Student Evaluation of Instruction (SEI)**

**Date: October 25, 2023 (replaces version dated February 7, 2005)**

The purpose of this procedure is to provide students with an opportunity to evaluate their instructors and courses. Student evaluations are an important component of the teaching process in which the evaluations provide an opportunity for the instructors to introspectively assess strengths and weaknesses and, in turn, improve the instruction. The student evaluations are compiled and submitted with each instructor's annual review portfolio and are considered in decisions regarding contract renewal, promotion, and tenure decisions.

**I. Frequency**

- A. All full-time, part-time, and adjunct faculty shall be evaluated in all courses in which they have taught in that semester.
- B. Deans shall be evaluated by the Vice President of Academic Affairs according to the above-mentioned guidelines.

**II. Procedures**

- A. Evaluations shall be timed to occur near the end of each semester, and electronic copies are submitted to the Divisions.
- B. The students will be notified as to when the evaluations will be available for them to complete on the Learning Management System.

**III. Results**

- A. Results of evaluations shall be compiled in division offices, after the results are released by the Center for Instructional Innovation.
- B. Student evaluations will be shared with the individual faculty after the final grades have been submitted to the registrar.
- C. Instructor comments of student evaluations will be a part of the instructor's annual review portfolio.

**Responsible Administrator: Vice President for Academic Affairs, 304-424-8242**