

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Evaluations of Faculty</b>		<b>SOP #: FAF.004.04</b>
Effective Date	8/1/2019	
Last Revision/Review	5/28/2024	

### **1. Purpose**

This SOP describes the procedures for generating, disseminating, and utilizing student feedback for Year 1 and 2 teaching faculty.

### **2. Related Policy/Authority**

Burrell Policy: B11010, Student Program Evaluation

### **3. Faculty/Staff Responsibilities**

Office of Curriculum Effectiveness and Evaluation

- Deliver faculty evaluations to students at finalization of course.

Chairs, Faculty

- Utilize student feedback in considering evaluation and improvements of teaching

Faculty Affairs -- Develop and approve changes to the evaluation surveys

- Utilize overall student feedback in overseeing evaluation and improvement in faculty teaching and faculty development

Office of Curriculum Effectiveness and Evaluation – Reviews and provides feedback regarding the content and delivery of faculty evaluations

### **4. Definitions/Abbreviations**

N/A

### **5. Procedural Steps**

1. The Office of Faculty Affairs will work with the Office of Curriculum Effectiveness and Evaluation to develop the survey for student evaluation of faculty. The Office of Curriculum Effectiveness and Evaluation will recommend any changes to the Office of Faculty Affairs who will seek final approval of the Dean's Executive Committee for ratification.
2. The Office of Curriculum Effectiveness and Evaluation will be the responsible party for assuring development, availability, and distribution of the survey tool(s).
3. The Office of Curriculum Effectiveness and Evaluation will transcribe the survey into the online platform for faculty evaluations.
  - a. Individual faculty may request a limited number (1-3) of questions that are specific to their teaching to be added to the survey.
4. Prior to the beginning of each academic term, Chairs will work with the Office of Faculty Affairs and the Office of Curriculum Effectiveness and Evaluation to identify the courses in which faculty in their department will be evaluated. The Office of Faculty Affairs will manage an Excel file with a list of faculty who have been identified to be evaluated throughout the year. The Office of Faculty Affairs will work with the Office of Curriculum Effectiveness and Evaluation to ensure evaluations are distributed based on the Excel file. Typically, faculty members will be evaluated for each

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OMS-1 and OMS-2 classes; presumably in courses in which they have their heaviest teaching loads. Department Chairs shall work with the Office of Faculty Affairs to identify adjunct faculty that should be evaluated. The number of times an adjunct faculty is evaluated shall be based on the number of lectures they teach. It may be appropriate to only evaluate an adjunct every other year depending on the number of lectures they give throughout a year.

5. On the last day of the Course or at the Finalization of the Course (as stated in 3):
  - The Office of Curriculum Effectiveness and Evaluation will generate an evaluation for each faculty member who is scheduled to be evaluated.
  - Links to the surveys are delivered, via email, to the class.
  - The evaluations are not anonymous, but they are confidential. Students will be identified by their Burrell email within the survey. However, the evaluation data disseminated to faculty and their Chairs will have student identifications removed. Names of students will only be reported if a non-professional comment merits reporting to the Office of Student Affairs.
6. Students have three (3) business days to complete the survey (electronically).
7. The data from the faculty evaluations (qualitative and quantitative) is disseminated to:
  - the faculty member
  - the faculty member's Department Chair
  - the Assistant Dean of Faculty Affairs
  - the Course Director
  - Office of Academic Affairs
8. The faculty feedback is utilized for programmatic and faculty assessment processes.
  - Chairs' evaluations of faculty may include data relating to student feedback of teaching by the faculty member and may guide setting annual goals.
  - Individualized and general faculty development opportunities will be offered in response to needs identified in student evaluations following recommendations from the Office of Curriculum Effectiveness and Evaluation to the Office of Faculty Affairs and Faculty Development.
9. Archived faculty evaluations will be stored in a folder in the secured Faculty Affairs share drive for a minimum of five (5) years.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

The policy will be maintained by the office of Faculty Affairs and reviewed by the Promotions and Evaluations Committee as needed.

### **8. Signature**

Approved by  
Assistant Dean of Faculty Affairs

5.28.2024

Date

### **9. Distribution List**

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Internal

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.1.2021	All	Updated titles and BCOM to Burrell		
9.1.2023	All	Updated Official titles and re-distributed tasks		9/7/2023
3/20/2024		Updated responsible office		3.21.2024
5/28/2024	5	Updated information about tracking faculty evaluations by the Office of Faculty Affairs to ensure all faculty are evaluated.		5.28.2024