

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 07 – Student Affairs, Education and Funding</b>
<b>07.120 Student Evaluation of Courses and Instruction Policy</b>	

Policy Statement.

The purpose of this policy is to establish uniform procedures for the collection and use of student evaluations of courses and instructors at the Health Science Center. It is imperative that standardized and accurate procedures are employed to ensure reliable and valid data collection. Further, it is essential that the procedures employed protect the rights of both the instructors and the students.

This policy is presented in two parts: Part One is applicable to all courses except medical school clerkships and PA rotations; Part Two is applicable to all medical school clerkships and PA rotations.

Application of Policy.

This policy applies to all UNTHSC students, and to all courses offered by the Health Science Center.

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

**Part One**

**The Evaluation of Courses Other than Medical School Clerkships and PA Rotations**

There are two major sections to Part One: The Course/Instructor Evaluation System and The Course Assessment System.

**The Course/Instructor Evaluation System**

1. Administrative Responsibilities
  - A. Course Directors<sup>1</sup> are responsible for ensuring that all courses and instructors are evaluated using the questionnaires and procedures established in this policy. Specific responsibilities of Course Directors include the following:

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<sup>1</sup>The instructor is recognized as the Course Director in Graduate School courses where there is only one instructor.

1. Submitting the names of instructors to be evaluated to the Academic Information Services office at least three weeks prior to the end of the course. All instructors with at least three hours of instructional contact with students are to be included in the evaluation. Instructors with less than three hours of instructional contact will be evaluated only when requested by the Course Director.
  2. Including in the course syllabus a statement indicating that evaluation of the course and its instructors by the students is a course requirement.
  3. Including information in the course syllabus relative to the establishment and meetings of a Course Assessment Group. Note: Because of small class sizes, policy statements concerning Course Assessment Groups do not apply to the Physician Assistant Studies program and the Graduate School of Biomedical Sciences.
- B. The Academic Information Services Office is responsible for the following activities:
1. Developing and validating appropriate evaluation procedures, including questionnaires relating to courses and instructors;
  2. Administering the questionnaires;
  3. Compiling and analyzing the data.
  4. Distributing the results. Results will be distributed according to the following patterns:

Numerical summaries of course evaluations will be distributed to the following:

    - a. Health Science Center faculty members (including Department Chairs, Deans, Vice Presidents, and President)
    - b. Health Science Center students
    - c. others, at the discretion of the Deans

Course comments will be distributed to the following:

    - a. Course Director
    - b. Phase Director (if applicable)
    - c. Department Chair
    - d. School Dean and at his/her discretion, others including any committee involved with curriculum planning

- e. Chief Academic Affairs Officer and others, at his/her discretion

Numerical summaries of composite instructor evaluations will be distributed to:

- a. Instructors evaluated (for multi-instructor courses)
- b. Course Director
- c. Phase Director (if applicable)
- d. Department Chair
- e. School Dean and at his/her discretion, others including any committee involved with curriculum planning
- f. Chief Academic Affairs Officer and others, at his/her discretion

Numerical summaries of individual instructor evaluations will be distributed to:

- a. Instructor evaluated
- b. Course Director
- c. Phase Director (if applicable)
- d. Appropriate Department Chair
- e. School Dean
- f. administrative offices designated by the Dean to collate and report ratings to authorized parties

Instructor written comments, if any, will be distributed directly to the instructor. Further sharing of the comments is at the discretion of the instructor.

- 5. Publishing periodic summary reports on the results of course/instructor evaluations.

C. Students are responsible for the following activities:

- 1. Evaluating each of their courses.
- 2. Evaluating only those instructors whose lectures they have attended or with whom they have had sufficient contact in relation to the course being evaluated.
- 3. Students are responsible for providing a constructive evaluation of each course, clinical rotation, and instructor in which they are enrolled. Course evaluations must be completed within five business

days after each course ends. If this responsibility is not met for a given course, the grade for that course will be withheld until the evaluation is completed. All evaluations must be current before a student can register for the next semester.

A student may submit feedback directly to an instructor at any time during the course by using the online *Instructor Feedback* form.

- D. Course Assessment Groups are responsible for meeting at scheduled times throughout the duration of the course and for maintaining an active dialogue regarding course quality. (See specific responsibilities below.) The Course Director is responsible for ensuring that Course Assessment Groups meet as scheduled. (Medical School only)
- E. Responses to or elaboration upon course or instructor evaluations may be provided by the Department Chair, the Phase Director, the Course Director, or Instructor. Such responses will become a part of the official evaluation of the course and will be distributed to those individuals designated to receive the referenced evaluations.

### **Course Assessment Groups**

The purpose of the Course Assessment Groups is to provide a forum for the immediate identification and resolution of problems, and to provide the Course Director, the Phase Director (if applicable), and the department with feedback regarding the progress of the course.

#### **1. Composition**

The Course Director will establish a Course Assessment Group consisting of himself/herself, other course faculty, and students enrolled in the course. Pertinent information about the organization and functions of the Course Assessment Group will be included in the course syllabus.

#### **2. Responsibilities**

- A. The Course Assessment Group will serve as a forum in which student and faculty members may discuss any matter relating to the course. Such discussions may include course organization, pace of presentation, rapport, testing, supplementary media, and other aspects of the teaching and evaluation of the course that may enhance student learning.

- B. Student members of the Course Assessment Group will provide the Course Director and the Department Chair with a written report summarizing verbal and written comments about the course within two weeks after the final examination. The sole purpose of this report is for course improvement. Accordingly, the tone of the report should, in all instances, be constructive.

## **Part Two**

### **The Evaluation of Medical School Clerkships and Physician Assistant (PA) Rotations**

- 1. Administrative Responsibilities:
  - A. Department Chairs are responsible for ensuring that all core and elective medical school clerkships and all PA rotations are evaluated in conformance with procedures established in this policy.
  - B. Course Directors of clinical clerkships and PA rotations are responsible for ensuring that evaluations conform to procedures established in this policy. Course Directors are responsible for including in the syllabus a statement indicating that completion of the evaluation questionnaires by the students is a course requirement.
  - C. The Academic Information Services Office is responsible for the following:
    - 1. Developing and validating appropriate evaluation procedures and questionnaires for medical school clerkship and PA rotation site and clinical faculty evaluations.
    - 2. Compiling and analyzing the data.
    - 3. Distributing the results. Results will be distributed according to the following patterns:

Numerical summaries of medical school clerkship and PA rotation site ratings will be distributed to:

      - a. Instructor
      - b. Course Director
      - c. Department Chair
      - d. Associate Dean for Academic Affairs, Associate Dean for Clinical Affairs or Program Director
      - e. Chairs of curriculum related committees
      - f. Office of Clinical Education (medical school\_clerkships)
      - g. Office of PA Clinical Education (PA rotations)

- h. TCOM Dean
- i. Chief Academic Affairs Officer
- j. Director of Medical Education (DME) at the affiliated clerkship site
- k. Others, at the direction of the TCOM Dean.

Numerical summaries of clinical faculty ratings will be distributed to:

- a. Instructor evaluated
- b. Course Director
- c. Department Chair
- d. Office of Clinical Education (medical school\_clerkships)
- e. Office of PA Clinical Education (PA rotations)
- f. Director of Medical Education (DME) at the affiliated clinical clerkship or rotation site.

Written comments pertaining to medical school clerkships or PA rotations will be distributed to:

- a. Course Director
- b. Department Chair
- c. Associate Dean for Clinical Affairs or program director
- d. Office of Clinical Education (medical school\_clerkships)
- e. Office of PA Clinical Education (PA rotations)
- f. TCOM Dean
- g. Chief Academic Affairs Officer
- h. Director of Medical Education (DME) at the affiliated clinical clerkship or PA rotation site.

- 4. Developing an annual report on the results of clerkship site and clinical faculty evaluations.

D. The Office of Clinical Education (medical students) and the Office of PA Clinical Education (PA students) are responsible for the following in their respective programs:

- 1. Maintaining an updated file of medical school clerkship and PA rotation sites and the names of clinical faculty to be evaluated.
- 2. Maintaining a file of the students who have completed their evaluations.

3. Informing the Office of the Registrar of the name of any student whose transcript is to be withheld for failure to return evaluation forms.

E. Students are responsible for the following:

1. Completing the evaluation within one month following a medical school clerkship or within one month following a PA rotation.

Note: Each student is responsible to provide constructive evaluation of each course, clinical rotation, and instructor in the curriculum. Evaluations for all clinical rotations must be completed within thirty (30) calendar days following the end of the rotation. If this responsibility is not met for a given course, the grade for that course will be withheld until the evaluation is completed. All evaluations must be current before a student can register for the next semester or graduate. For clinical year students, no transcripts will be released until course evaluations are up to date.

Responses to, or elaboration upon, medical school clerkship, PA rotation or clinical instructor evaluations may be provided by the Clinical Instructor, the Course Director, or the Department Chair. These may be forwarded to appropriate individuals, and will become a part of the official evaluation of the medical school clerkship, PA rotation and clinical instructor.

### **Concluding Statement on Policy**

As a matter of policy all courses are to be evaluated in accordance with the foregoing policies. Any exception must be approved by the appropriate school Dean. However, nothing in this policy should be construed as preventing additional evaluations by Course Directors, Phase Directors, Program Directors and Department Chairs. Such evaluations may provide other useful information for course improvement and their use is encouraged.

### References and Cross-references.

#### Forms and Tools.

All student related policies can be found online at

<http://www.hsc.unt.edu/policies/PoliciesList.cfm>

UNTHSC Catalog: <http://www.hsc.unt.edu/catalog/>

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