

Policy for Conducting Online Student Evaluations

Department of Computer Science

(Approved 11/10/2021)

Goals of the policy:

Given that student course evaluations play a role in faculty evaluation, it is important to ensure a reasonable degree of consistency in how evaluations are conducted. The goal of this policy is to maintain consistency within a system that is flexible enough to accommodate a range of course schedules and needs.

Requirements for Conducting Student Course Evaluations:

- Student evaluations must be conducted in-class during the last two weeks of the regular semester. Faculty must set aside at least ten minutes of class time for students to complete the evaluations. Faculty must leave the classroom while students complete evaluations.
- Course evaluations must remain open for at least 48 hours after in-class evaluations are completed.
- There must be no extra credit or other rewards for completing course evaluations.
- Student course evaluations must include only the standard departmental questions.