

In accordance with college and/or department/school policy, each faculty member may present a teaching portfolio and update it on an annual basis. The portfolio should provide information relating to teaching effectiveness. Because of the wide variety of programs and teaching situations, departments/schools should develop criteria as to the appropriate content, limitations, and uses of portfolios.

- 2.03 FES 1 reflects the chair's rating of teaching effectiveness for each faculty member on a one-to-five scale. The FES 1 worksheet or a similar tool will be used by the chair to document the chair's rating of teaching effectiveness.

3. STUDENTS' EVALUATION OF CLASSROOM TEACHING EFFECTIVENESS

- 3.01 Student responses on the IDEA Center's "Survey Form – Student Reactions to Instruction and Courses" are used for administrative decisions (e.g., tenure, promotion, and merit pay) and for development purposes. The IDEA "Summary Evaluation Score" will be used as the FES 2 score.
- 3.02 The IDEA Center's "Survey Form – Student Reactions to Instruction and Courses," at the discretion of the dean of the college, may be obtained directly from the Office of Institutional Research by department/school chairs for distribution to the faculty.
- 3.03 Evaluations may be conducted online or in class. For in-class evaluations, the evaluation will be conducted during the first 20-25 minutes of the period. The instructor may not be present in the classroom while the students are completing the form. The instructor should read the prepared college statement on teaching evaluation and then appoint a student or colleague per department/school/college guidelines to distribute, gather, and deliver the forms to the department/school chair's office. The instructor must exit the classroom prior to the distribution of the forms.
- 3.04 Federal and state law protects each student's privacy rights. For this reason, the class instructor should not have access to completed individual survey forms or score summaries until after all grades have been submitted to the Registrar. Even then, any information on the forms that identifies a student shall be redacted prior to being provided to the instructor.