
Title:	Policy on Course Evaluation Forms
Effective Date	August 30, 2022
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Approved on:	June 9, 2022
Approved by:	Provost and Dean of the College Academic Governance Council

Purpose:

Course Evaluation Forms (CEFs) represent a major source of student input into the system by which faculty members' teaching skills are developed and evaluated. They are also designed to give faculty members feedback on the basis of which they can improve their courses.

Policy:

Course Evaluation Forms (CEFs) are to be administered in each course with an enrollment of three or more students taught at the College of the Holy Cross. Forms are completed online and are stored electronically on the CEF provider's platform.

Faculty members are given access to several CEF summary reports and individual CEF response reports after the final grade submission deadline each semester. The department chair is given access to the CEF reports after the faculty member has been given access.

A faculty member's CEF reports may be reviewed annually by the Department Chair and the Dean of the Faculty, for the purposes of annual evaluation, contract renewal (in the case of continuing non-tenure track faculty) or possible reappointment (in the case of visiting faculty). They may be reviewed by the Dean of the Faculty or the Provost and Dean of the College in cases of contract renewal or reappointment for continuing non-tenure track or visiting faculty or if requested by the Department Chair. They are reviewed by tenured members of the department during a probationary, tenure or promotional review or in the case of contract renewal or promotion for a continuing non-tenure track faculty member; by members of the Student Advisory Committee during a probationary, tenure or promotional review; and by the members of the Committee on Tenure and Promotion during a tenure or promotion review. (See Access and Distribution below for further details.)

Procedures:**1.0 General procedures**

CEF forms are administered by the Student Advisory Committee (SAC) and other students designated by the Chair of the faculty member's department in each course with an enrollment of three or more students according to the following guidelines:

1.1 Scheduling

- a. CEFs will be administered in the last three weeks of each semester. The approved date range for both semesters will be provided by the Office of the Provost at the beginning of the fall semester.

- b. The last class day will not be scheduled for the administration of the forms to allow for a backup day in the event of a scheduling problem.
- c. The SAC will work with the department administrative assistant to create a schedule for administering the forms based on the preferences of the faculty member.
- d. No later than three weeks before the end of the semester, the SAC Chair or the administrative assistant will give to the department Chair a list of the times when the forms will be administered for each course and a list of the students who will administer the forms for each course. A copy of this list will be posted in the department for the information of the students and faculty. At the same time, a copy will be delivered to the designated CEF coordinator in the Provost's Office.

1.2 Administration

- a. CEFs will be administered during the first 20 minutes of a class meeting.
- b. Students charged with the responsibility of distributing forms will:
 - Arrive early for each class;
 - Read the uniform statement that explains the purpose of the form;
 - Encourage students to write comments on the CEF itself but not give supplementary suggestions about what to say in the comments.
 - Notify the faculty member once students have completed the CEFs.
- c. CEFs are to be administered to all students in the class at the same time. Students who are not present when the uniform statement is read will not be allowed to complete a CEF.
- d. For courses taught outside the faculty member's department:

If a faculty member teaches a course outside his or her own department (for example, in *Montserrat*, Honors or CIS), the SAC of the faculty member's department is responsible for administering the CEFs in the course.
- e. For team-taught and collaborative courses:

If a course is structured so that more than one faculty member is teaching the course, the design of the CEF will allow students to respond to the questions that deal with the structure of the course overall and then to give separate responses to the questions that relate to the role of each faculty member teaching the course. All faculty members have access to the questions related to the student and the overall course but only have access to the faculty questions that apply to them individually.

[NOTE: This includes all courses where more than one faculty member is lecturing, leading class discussion and assigning and evaluating student work on a regular basis. It does not include courses where different faculty members give "guest lectures" or courses that employ a shared plenary lecture but where the majority of the class-time and all evaluation of student work is done by a single faculty member.]

If the faculty members are from different departments, the departments should coordinate to have one SAC member administer the CEFs.

2.0 Access and Distribution

CEF reports are available electronically and include both summary reports (with or without a summary of the comments) and a report of individual CEFs.

In all cases authorized viewers will access the CEF reports only as needed and will make every effort to protect the security and confidentiality of the CEF reports. Any form of reproduction (e.g. printing, downloading or screenshots) by viewers other than the individual faculty member who taught the course is prohibited. Policy violations will be addressed by the Office of the Provost, in the case of faculty members, or by the Office of the Vice President for Student Affairs, in the case of students.

2.1 Individual Faculty

Individual faculty members will be given access to their own CEF reports (all summary reports and individual CEF reports) 24 hours after the deadline for submission of final grades for the semester. They can access these reports online and download a pdf of the reports for their records.

2.2 Department Chairs

After reports have been distributed to individual faculty members, the Department Chair will be given access to the CEF reports (summary tally report, summary report with comments and individual reports) for all faculty members in the department.

Department Chairs will review the CEF reports of all faculty members in the department annually.

2.3 Program Directors

After reports have been distributed to individual faculty members, Program Directors (e.g. Director of Montserrat, Director of CIS, Directors of Independent Multidisciplinary Programs or Interdisciplinary Concentrations, Director of Scholars Programs [College Honors]) will be given access to the CEF reports (summary tally report, summary report with comments and individual reports) for all faculty members hired by the program. Program Directors will review these reports annually.

In addition, Program Directors will be given access to the CEF reports (summary tally report and summary report with comments) for all courses offered exclusively with the program subject code(s) in order to assist them in assessing whether these courses are effectively addressing the curricular goals of the program (e.g., CIS director will have access to CEF reports for courses taught with Subject Code: CISS, AFST, LALC, GSWS, PCON; Director of Environmental Studies will have access to CEF reports for courses taught with Subject Code ENVS; Montserrat Director will have access to courses with Subject Code MONT).

All Interdisciplinary Program Directors (Director of CIS, Concentration Directors, Directors of Independent Multidisciplinary Programs) can make a request to the Dean of Faculty for access to CEF summary reports for other courses taught as part of the program if needed for a particular purpose. Such a request would be granted only with the approval of the faculty member who taught the course. This access would be granted for a limited period of time.

In departments with multiple programs (e.g. World Languages, Literatures and Cultures; Visual Arts), the chair of the department may request to the Dean of Faculty that program coordinators be given access to the CEF reports for courses taught within the specific

program. Such a request would be granted only with the approval of the faculty member who taught the course. This access would be granted for a limited period of time.

2.4 Dean of the Faculty

The Deans of the Faculty will be given access to the CEF reports for courses taught by Department Chairs annually to assess them for the purposes of the annual review.

The Deans of the Faculty will also be given access to the CEF reports for visiting faculty who have been identified for reappointment.

The Deans of the Faculty can review the CEF reports of any faculty member at the request of the Department Chair.

2.5 Access for the Purposes of Probationary, Tenure and Promotion Review

- a. At the time of a probationary review of a pre-tenure faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of the CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Probationary Review. These materials will be made available to the tenured faculty participating in the review.
- b. At the time of a tenure review of a pre-tenure faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of all CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Tenure Review. These materials will be made available to the tenured faculty participating in the review and to the members of the Committee on Tenure and Promotion.
- c. At the time of a promotion review of a tenured faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of all CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Promotion Review. These materials will be made available to the tenured faculty participating in the review and to the members of the Committee on Tenure and Promotion.
- d. **SAC access:** The members of the SAC participating in the review will be given access only to the report of individual CEFs. Departments will be responsible for establishing a secure location for SAC access to the CEFs. SAC members will be permitted to use only a computer designated by the department to access the CEFs in a secure location.

3.1. Retention

- a. All CEF reports will be retained in the system for six academic years to ensure that six semesters of teaching remain accessible for review. After six academic years the CEF reports will be deleted from the system.
- b. Faculty members can download their individual CEF reports and retain them indefinitely.
- c. In the case of a negative tenure decision, the Provost's Office will ensure that copies of the CEF reports used for the review are retained in College Archives as required by General Counsel.