

**Institutional Research  
Course Evaluation Policies  
and Procedures**

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## COURSE EVALUATION POLICIES

### I. UNIVERSITY POLICY

From the [Baylor University Faculty Handbook](#):

Because Baylor University emphasizes the importance of great teaching, faculty members should explore ways to develop, maintain, and improve instruction. Course evaluations provide an important means by which faculty can measure the effectiveness of their instruction. For this reason, instructors of record will participate in course evaluations, administered by the [Office of Institutional Research](#), in all sections taught regardless of instructor rank, class size, or type of course.

### II. SCHEDULING OF EVALUATIONS

For the purposes of what follows, “instructors” include tenured and tenure-track faculty, non-tenure track faculty, instructors, lecturers, staff, and graduate teaching assistants, and the term “Chair” refers to Department Chairs and Program Directors of academic programs.

#### A. Standard Evaluations

Semester evaluations will be conducted during the last weeks of class prior to final examinations for each term, for all colleges and schools. Courses offered for the full summer session (both summer terms) will be evaluated at the end of the second summer term. The following evaluations are not included with standard semester course evaluations:

- Evaluations for science laboratory sections will be conducted in the weeks prior to the final meeting day for the semester.
- Evaluations for law, military, online MBA, quarter, and trimester courses will be conducted at the end of each term.

#### B. Exceptions

Exceptions to the standard scheduling may be made at the request of a Chair, except summer semesters, for the following circumstances:

- Team-taught courses where one or more instructor's portion of the course does not fall into the standard evaluation period.
- “Mini-mester” courses that end prior to the end of the term.

The Chair should submit an [Early Request form](#) to the [Office of Institutional Research \(IR\)](#) by the 4<sup>th</sup> week of class in order to have a course evaluated prior to the end of the term.

### **III. COURSES**

The term “course type” has a meaning which may differ among various groups and is defined here as the course schedule type obtained from Banner.

#### **A. Types of Courses**

Course types eligible for standard evaluation are all course types except the following:

- Chapel (CHA)
- Tutorial (TTL)

#### **B. Cross-listed and Concurrently-taught Courses**

The evaluation for cross-listed and concurrently-taught courses will be issued to the student for the course in which the student is enrolled. Enrollment totals and reports will reflect the combined enrollment of the designated primary course and all related secondary courses.

#### **C. Team-Taught Courses**

Team-taught courses will be evaluated individually for each instructor. A separate evaluation and report will be prepared for each instructor.

### **IV. EVALUATION RESULTS**

Course evaluation reports are treated as confidential personnel records. Each Chair will have access to reports for *all* courses taught in the department. Each Chair will also be able to view *all* course evaluations for instructors who have the same organizational code as the chair, regardless of whether the courses were taught in the Chair’s department.

Graduate Program Directors will be able to view the course evaluations for graduate teaching assistants (GTAs) who have taught courses in their department.

# COURSE EVALUATION PROCEDURES

## I. COMPARISON GROUPS

The purpose of the comparison groups is to give context to the evaluation results, rather than viewing a course in isolation. Once the evaluation process is complete, the reports will be posted online. The reports include a series of graphs which present the instructor's evaluation results side by side with the comparison group's results. An effective comparison group should consist of courses that are similar to the compared course. The course level, course type (lecture, studio, etc.), and whether the course is for majors or non-majors are some of the factors that should be considered.

At the beginning of each fall semester the Chair receives a list of comparison groups from the previous year with a memo requesting the Chair to review the list and notify IR of any changes. Since the Chair knows the courses best, it is up to the Chair to determine the most suitable comparison groups for each course. If no comparison is given by the Chair, the course is compared to itself for the previous five semesters and the current semester.

## II. COURSE TYPES

A full list of courses is downloaded from Banner after the 12<sup>th</sup> class day.

### A. Types of Courses Evaluated

Most course types (see **II.B** for exclusions) are eligible for evaluation.

### B. Types of Courses Not Evaluated

The following types of courses are **not** evaluated with standard evaluations:

- Chapel (CHA)
- Tutorial (TTL)

Science laboratory courses are evaluated apart from the standard evaluations.

### C. Team-taught Courses

Evaluations for team-taught courses will be created for each instructor.

- Instructors teaching part of term- should evaluations need to be conducted *EARLY*, the Chair should submit an [Early Request form](#) by the 4<sup>th</sup> week of class. The completed *EARLY* evaluation reports will be available after the deadline for grade submission for the term.
- Instructors teaching full term- evaluations will be available at the standard time, after the deadline for grade submission for the term.

### D. Cross-listed and Concurrently-taught Courses

The evaluation for cross-listed and concurrently-taught courses will be issued to the student for the course in which the student is enrolled. Enrollment totals and reports will reflect the combined enrollment of the designated primary course and all related secondary courses.

### III. FORMS

Forms are used for requesting and submitting specific information required for generating evaluations and reports.

#### A. Early Request Form

This [form](#) is designed for the Chair to request an *EARLY* evaluation for a course, prior to the standard end-of-term evaluations. This form should be submitted to [IR](#) by the 4<sup>th</sup> week of class (except summer semesters). As a general guideline, early evaluations typically begin the week before the course is scheduled to end and close the morning after the course ends.

#### B. Heading Definitions

Definitions of column headings are listed below for the [Early Request form](#).

- *Term*- Term code
- *Dept*- Course department
- *BUID*- Instructor Bear ID
- *Last Name*- Instructor last name
- *First Name*- Instructor first name
- *CRN*- Course CRN
- *Prefix*- Course prefix (subject code)
- *Course*- Course number
- *Sect*- Course section
- *Course Start Date*- First class day for the course
- *Course End Date*- Last class day for the course
- *Eval Start Date*- Date when evaluations should open for the course
- *Eval End Date*- Date when evaluations should close for the course
- *Enrl*- Total course enrollment

### IV. EVALUATION RESULTS

#### A. Evaluation Reports for Electronic Evaluations

Reports for electronic evaluations will be available after the deadline for grade submission at the end of the term. Each Chair and instructor will be sent a notification when reports are available. Reports may be accessed via [www.baylor.edu/course\\_evaluations](http://www.baylor.edu/course_evaluations).

Instructors are allowed to view only their own evaluation reports. Chairs may access their own personal evaluations and the evaluations of courses in their own department. Reports for cross-listed and concurrently taught courses will appear under the designated primary course and will include results from the primary course as well as all related secondary courses.

## **B. Evaluation Reports for Paper Evaluations**

[Contact IR](#) if you need reports from semesters that are not available online.

## **C. Comparison Groups**

Most reports include data from a comparison group. These groups are determined by the Chair and include data from the current semester and previous five semesters. Each year before the start of fall evaluations, IR will send a list of the current comparison groups to each Chair. The Chairs may make any changes necessary at that time and return the changes to IR.

## GLOSSARY OF TERMS

- Comparison groups- group of courses that are identified by the department chair as similar to the course being evaluated. Results from these courses are provided in reports for electronic evaluations to give context to the responses.
- Concurrently-taught courses- two or more courses with different course numbers or sections taught in the same location at the same time by the same instructor.
- Cross-listed courses- courses with more than one course prefix taught in the same location at the same time.
- Instructor- tenured and tenure-track faculty, non-tenure track faculty, instructors, lecturers, staff, and graduate teaching assistants.
- Team-taught course- one course taught by two or more instructors.