

## INSTRUCTOR EVALUATIONS

*Responsible administrator: Associate Dean for Faculty Affairs and Strategic Initiatives*

*Last updated/reviewed: 9/10/2018*

Because of the interdisciplinary, team-taught nature of the Harrison School of Pharmacy's Doctor of Pharmacy curriculum, many different instructors may teach in the same course. Some instructors may only teach a small amount of material and several instructors may work together to teach parts of the same lesson or unit. Some instructors may even teach at different points in the same course. Because of this, students in some courses have been asked to complete an overwhelming and confusing number of instructor evaluations. Some courses have asked students to complete 50 or more instructor evaluations. As a predictable result, the response rate for the instructor evaluations and the quality of the student feedback have declined significantly.

The low response rate on instructor evaluations reduces the validity of the results while the high number of surveys creates a huge demand on the time of both students and staff. The Harrison School of Pharmacy has traditionally maintained that students should have the opportunity to evaluate each instructor in every class, but this is no longer practical. Therefore, the following *Instructor Evaluation Policy* will begin in Fall, 2018:

- This policy pertains to instructors teaching in the didactic component of the Doctor of Pharmacy program including electives. Instructor evaluations in Experiential Courses, both IPPE and APPE, and Graduate Courses are not affected.
- Faculty will be required to receive at least 1 to 3 instructor evaluations per year based on this table:

<b>Faculty Rank</b>	<b>Minimum Instructor Evaluations / Year</b>
Instructor / Facilitator *	3
Assistant Professor / Clinical Assistant Professor **	3
Associate Professor / Clinical Associate Professor **	2
Professor / Clinical Professor **	1

\* Instructors or Facilitators teaching in less than 3 courses per year should receive Instructor Evaluations in as many courses as possible

\*\* Faculty who do not teach enough in the Doctor of Pharmacy curriculum to reach the minimum number of required instructor evaluations

may use instructor evaluations from Graduate Courses to meet the minimum requirement

- As a guiding principle, a faculty member should receive an instructor evaluation for the course or courses in which they devote the most teaching effort
- It is recommended, but not required, that faculty needing multiple instructor evaluations receive at least one evaluation from each semester
- Each faculty member should meet with their Department Head to determine the specific courses and teaching activities, if any, they wish to receive an instructor evaluation for that semester

- Each faculty member should inform the Director of Assessment no later than the 1<sup>st</sup> week of each semester which teaching activities, if any, the faculty member wishes to receive an evaluation for that semester
- If a faculty member serves as the only instructor or primary instructor (70% or more) for a course, they will automatically receive an instructor evaluation for that course, even if it exceeds the minimum number of required instructor evaluations
- Instructor Evaluations should be sent to students at the end of the course, after the final exam, if the faculty member is the primary instructor for the entire course
- If the faculty member is not the primary instructor for the entire course, the Instructor Evaluation should be sent at the end of the Unit for which the faculty member wishes to be evaluated (i.e., Instructor Evaluations should not be sent out in the middle of a Unit)
- A faculty member, or their Department Head, can request more than the minimum number of instructor evaluations each year while remaining mindful of the need to keep the assessment burden on students and staff to a minimum
- Course Evaluations will continue to be sent for every course
- The Associate Dean for Faculty Affairs and Strategic Initiatives, the Director of the Professional Program, and the Director of Assessment will be charged with formulating strategies for increasing the percentage of students who respond to Instructor and Course Evaluations
- The Associate Dean for Faculty Affairs and Strategic Initiatives will be responsible for implementing this policy and serve as the final arbiter of any concerns or issues related to instructor evaluations.