



MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: February 26, 1998
Revised: August 2, 2006

SUBJECT: 13.15 - Evaluation of Teaching Performance

PURPOSE

The following policy guidelines have been adopted by the University to provide the faculty with a greater certainty of the procedure that will be used in the evaluation of teaching performance at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

The results of the evaluation should be combined with other measures of teaching performance and be used for both personnel decisions and to assist in the process of faculty improvement. Personnel decisions in this case will include annual raises, annual evaluations, and promotion and/or tenure decisions. Students will be informed that the student evaluation results should so be used.

1. Student Evaluations

Student evaluations will be conducted as either a web-based instrument or as a paper instrument at the discretion of the instructor.

2. Development of the Survey

- a. The survey will measure aspects of each of the following categories: (i) the course, (ii) the instructor, and (iii) the method of delivery.
- b. The Teaching Evaluation Committee generally will be responsible for updating and changing the student evaluation form.

3. Reporting the Results

- a. All procedures and processes for statistical reporting shall be developed and reviewed by the Teaching Evaluation Committee. The Teaching Evaluation Committee will consult with the Student Association.
- b. The faculty member shall receive a copy of the statistical report and all comments for every evaluated class and section the individual teaches.
- c. Department heads, deans or directors, and the provost shall be provided only with statistical results.

4. Additional Evaluation of Teaching

Student evaluations shall not be the only criterion used to review teaching performance. Used alone, evaluation results may or may not provide accurate and appropriate information upon which to base judgments about teaching effectiveness. By themselves, student evaluations of teaching may indicate trends and provide faculty members with useful information about methods of instruction and practices. Used in combination with other types of information about teaching performance, student evaluations can yield useful information about teaching effectiveness.

Faculty members are expected to provide the department head and dean with additional information to support the evaluation of their teaching performance. A faculty member can choose one or more of the following criteria to provide the additional information to support evaluation of his or her teaching performance:

- (a) Department Head evaluation on teaching
- (b) Dean evaluation
- (c) Peer evaluations (internal or external)
- (d) Self-evaluation or report
- (e) Scholarly research/publications related to teaching
- (f) Course syllabi and exams
- (g) Teaching grants and awards
- (h) Additional student input in the form of letters, emails, faculty nominations, etc.
- (i) Curriculum development and innovation
- (j) Additional evaluation materials.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED: June, 1989
Reviewed: January, 1990
Reviewed: July, 1991
Reviewed: July, 1993
Reviewed: February, 1998

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>4-05-06</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>4-05-06</u> Date
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<u>/s/ Mark Goodman</u> President, Robert Holland Faculty Senate	<u>4-12-06</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Director, Internal Audit	<u>4-24-06</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>4-27-06</u> Date
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APPROVED:

<u>/s/ Robert H. Foglesong</u> President	<u>8-02-06</u> Date
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