

From: Senate Teaching Committee, April 2019

### **Policy Regarding Using Data from Course Questionnaires**

End-of-semester formal student course questionnaires (or evaluations) serve multiple purposes. They provide timely feedback to faculty members to improve teaching strategies, pedagogy, course content, and teaching materials. Student course questionnaires are required material for reappointment, promotion, and tenure decisions. They may also be used for faculty annual evaluations as well as applications for teaching related awards and grants. The university personnel who have access to the evaluation data may include faculty, academic supervisors, and/or their delegates (in the department, college/school, and campus). Each unit on campus is encouraged to develop policies regarding the use of student course questionnaires in annual faculty evaluations and the personnel who have access to the data. Policies regarding access and usage may differ among units but will adhere to the policies listed below. Faculty members, at their discretion, may share their own data with others.

The access and storage of evaluation data shall adhere to relevant University Faculty Council policies. Those with access to the evaluation data will adhere to the following policies:

1. The evaluation data shall not be made public.
2. Personalized questions added by a faculty member, if any, shall only be viewed by said faculty member. However, the results of added personalized questions may be shared with others at the discretion of said faculty member.
3. Those with access to the data shall only use the data for its intended purpose as described above. Processing the data or otherwise running separate analyses is not permitted.