

**UAR NUMBER: 120.01**

**TITLE:** Instruction Evaluation Plan

**ORIGINATOR:** Executive Vice President for Academic Affairs

**INITIAL ADOPTION:** 10/03/1995

**REVISION DATES:**

**PURPOSE:** To establish administrative practices and procedures for the evaluation of instruction in the classroom.

**PROCEDURAL REFERENCE FOR:**

Other, PAC-2, PAC-27, PAC-30

**SCOPE (Who is covered by this UAR?):** Morehead State University Faculty

**PROCEDURE:**

1. Standardized instructional feedback instruments for use by faculty in their classes will be selected by the University Faculty Development Committee and approved by the Executive Vice President for Academic Affairs.
2. Instruments will be used by each faculty each semester according to guidelines established by the Dean's Council in consultation with the Faculty Senate and the Chairs' Forum. The guidelines will specify faculty use of the instrument.
3. The Testing Center will provide sufficient instruments to the faculty, and the faculty shall have a disinterested person administer, collect, and deliver the instruments to the department chair's office. The instruments will be returned directly to the Testing Center for processing.
4. Once processed, the Testing Center shall return the results directly to the department chair. The department chair will keep one copy of the results for each class of each faculty member and return the other copies to the faculty member. In handling these evaluation results care shall be taken to protect the confidentiality of them.
5. All evaluations will be included by the faculty in petitions and portfolios for merit increases, promotion, tenure, sabbaticals and educational leaves or wherever evaluation may be needed to determine quality. These evaluations will also be used by department chairs when making recommendations such as contract renewals for probationary faculty and for the re-employment of lecturers and part-time faculty.
6. These evaluations shall not be the sole basis for determining instructional effectiveness of the faculty. The departments and their faculty must develop additional approaches to evaluate and improve teaching.