

A Proposal Defining Ownership of Teaching Evaluations
Presented by Academic Standards and Policies to Liberal Arts Faculty Assembly
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Motivation: There is some faculty concern over the ownership rights of teaching evaluations. Ownership issues naturally arise when the interests of the department and the faculty are in some conflict. One example is when a faculty member wishes to seek employment opportunities without informing or involving their department's administration. Evidence of teaching performance could only be provided if the faculty member had full access to his/her evaluations and the authority to disseminate the materials.

Proposed Policy: In light of campus policy that faculty must have access to their teaching evaluations, School of Liberal Arts policy is:

1. Summary statistics of teaching evaluations (such as those produced by the School) must be returned to instructors within two weeks after having been returned to the department. The originals of the evaluation forms must be returned to instructors within one month after having been returned to the department. Departments should be especially vigilant about getting the teaching evaluations to instructors in a timely manner in the spring semester when the data is required for completing FARs. The Dean's office is requested to consider this time frame when assigning FAR due dates;
2. Departments must retain copies of summary statistics for assistant and associate professors for at least five years in order to be prepared for promotion and tenure reviews;
3. Departments must retain copies of summary statistics for lecturers and other full-time non-tenure track faculty for at least five years to provide for the possibility of termination disputes and to be prepared for promotion reviews;
4. Retention of copies of evaluations materials for associate faculty not under contract is at the discretion of the department; and,
5. Retention of student written comments (e.g., the evaluation forms themselves or transcripts of the written comments) is also at the discretion of the department.