

**WHY SHOULD I COMPLETE AN EVALUATION?**

A course and instructor evaluation is your opportunity to reflect on your experiences within the classroom and with the instructor(s). Your feedback helps the instructor and departments make important course improvements, so please be as specific as possible in your responses.

**HOW ARE EVALUATIONS SUBMITTED?**

Paper-based packets must be submitted to the secure mailbox located at the reception desk on the third floor of the library. Packets will be retrieved periodically during the evaluation response period.

Online evaluations are submitted by the student via Class Climate web link and can be accessed on any mobile device and internet browser.

**ARE EVALUATIONS TRULY ANONYMOUS?**

Yes!

**CAN I SUBMIT AN EVALUATION AFTER THE DEADLINE?**

Unfortunately, no. Once the evaluation period closes, we cannot reopen the evaluation.

**ONE OF MY COURSES IS NOT ON MY LIST OF COURSES TO EVALUATE. WHY?**

Some courses are excluded from the evaluation process. If you are concerned that this course may have been excluded in error, please email IDM at [IDM@tamut.edu](mailto:IDM@tamut.edu).

**WHO REVIEWS THE EVALUATION RESULTS?**

Evaluation results are reviewed by the faculty member(s) assigned to teach the course and the dean for the college, if necessary.

**WHAT IS THE EVALUATION SCHEDULE?**

The standard response period is at the end of the term, ending the last day of class.

Colleges may elect for extended response period, by a majority vote of the faculty membership of the college.

The evaluation period must be completed prior to grades being posted and released by the Registrar's Office.

Please see the schedule below. Any part of term not defined below, will be evaluated by IDM and added to the schedule.

Standard Response Period

**Fall & Spring Semester**

Eight Week Term – during week 7 for 4 days

Full-Term – during week 14 & 15 for 11 days

Flex Entry Term – to be determined based on course

**Summer Semester**

Three Week Session – to be determined based on course

Five Week Session – during week 5 for 3 days

Eight Week Session – to be determined based on course

Ten Week Session – during week 9 for 7 days

Special Offering – to be determined based on course

**HOW ARE EVALUATIONS DELIVERED?**

Online evaluations are launched to each student via email from Scantron Class Climate at 2 pm the date the evaluation response period begins. A link to the evaluation will also appear in Blackboard. Reminders to complete the evaluations are emailed to each student with incomplete evaluations every other day at 2 pm.

Paper-based packets are retrieved from the college office by the faculty assigned to teach the course. A student enrolled in the course and present on the day of the evaluation will be chosen to administer the evaluation to the class and submit the completed packet to the secure mailbox. The faculty member must leave the classroom during while students are completing the evaluation forms.

**WHAT IS THE ROLE OF INSTITUTIONAL DATA MANAGEMENT (IDM) IN THE EVALUATION PROCESS?**

IDM administers the evaluations, compiles results, disseminates the results to the colleges, reviews and interprets the state, university, and accreditor rules and policies related to evaluations, and updates the content of the evaluation questions.

**WHAT IS THE ROLE OF THE FACULTY SENATE IN THE EVALUATION PROCESS?**

The faculty senate establishes and updates the content of the evaluations.

**WHAT RULES AND POLICIES ARE RELATED TO THE EVALUATION PROCESS?**

Texas Administrative Code (TAC) Rule 4.227

Texas Administrative Code (TAC) Rule 4.228

Texas Education Code (TEC) Section 51.974

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 3.7.2

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 2.5

The Higher Education Coordinating Board (THECB) Faq #6

Texas A&M University System (TAMUS) 12.02

Texas A&M University System (TAMUS) 12.06

Texas A&M University-Texarkana (TAMUT) UP 12.01.99.H1.02

**WHAT COURSES AND INSTRUCTORS ARE EVALUATED?**

Undergraduate courses with an enrollment greater than five students unless excluded below and the corresponding instructor(s).

Graduate courses unless excluded below and the corresponding instructor(s).

**WHAT COURSES AND INSTRUCTORS ARE EXCLUDED?**

Independent Study

Independent Research

Dissertation

Individual Study

Thesis

Capstone

Research Project

Senior Design

Laboratory

Internship

Practicum

Special Topics

Undergraduate courses with enrollment below five (Five Student Enrollment Rule)

Intensive English Program (IEP)

Red River Program (RRAD)