

DEPAUL UNIVERSITY



Administration of Online Courses and Teaching Evaluations (OTEs)

Category: Academic Affairs - Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 11/02/2022

Policy Summary

This policy regulates the administration of Online Teaching Evaluations (OTEs) at DePaul University. It stipulates responsibilities and procedures, including optional ones, to be implemented by all instructors teaching at DePaul, as applicable.

Scope

This policy affects the following groups of the University:

- Full-Time Faculty
- Part-Time Faculty
- Deans
- Directors/Department Chairs

This policy applies to all instructors at DePaul University, regardless of rank, title, or status.

Policy

- A. Substantial modifications to the OTE system that significantly change the modality of the evaluation process must be coordinated by the University administration with representatives of Faculty Council and approved in final form by Faculty Council.
 - B. Instructors are expected to allow students to perform course evaluations during class time for synchronous classes, or as part of the learning activities for asynchronous classes, at any moment throughout the designated evaluation period.
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Procedures

- A. All instructors of in-person classes should:

- a. Communicate in advance to students the day in which evaluations will be conducted, in order to allow students to plan for access to a mobile device. Ideally this information should be contained in the course syllabus;
 - b. Allow sufficient time to complete the evaluation;
 - c. Leave the room (physical or virtual) while students are completing the evaluations, in order to protect anonymity;
 - d. For on-campus classes, encourage students without a mobile device to find a publicly available DePaul computer to complete the evaluations at the same time as their peers.
- B. All instructors of online asynchronous classes should:
- a. Communicate in advance to students the module in which evaluations will be conducted. Ideally this information should be contained in the course syllabus.
- C. In the interest of eliminating potential bias in the results, instructors should not offer incentives of any kind to students for completing the evaluations.

Divisional Collaborations

This is an academic policy. Faculty Council and the Provost's Office are impacted by this policy.

Contact Information

Office of the Provost

Appendices

None.

History/Revisions

Origination Date: 12/10/2014

Last Amended Date: 11/02/2022

Next Review Date: N/A