Administration of Online Courses and Teaching Evaluations (OTEs)

Category: Academic Affairs - Faculty Council
Responsible Department: Academic Affairs
Responsible Officer: Provost
Effective Date: 12/10/2014

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 may allow students to perform course evaluations during class time, at any moment throughout the designated evaluation period, or instructors may choose to let students complete evaluations on their own time, outside of class.

Procedures
A. An instructor who chooses to allow evaluations to take place during class time 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 while students are completing the evaluations, in order to protect anonymity;

d. 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. In the interest of eliminating potential bias in the results, instructors

**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: 12/10/2014
Next Review Date: N/A