Student Evaluation of Faculty Instruction and Courses
(Online Student Evaluation of Faculty Instruction and Courses; Implementation Policies, Procedures, Guidelines, etc.)

The College of Nursing uses an online software program called CoursEval for student evaluation of faculty instruction and courses.

Who/what is evaluated through CoursEval?

- All faculty who teach a course with a minimum of 3 students enrolled
- Any faculty identified by a course coordinator or associate dean
- All courses
- Clinical sites of the Undergraduate Program

How does the College ensure that students respond to the surveys?

- All syllabi must contain language that course evaluations are part of the course and must be accessed or an incomplete will be given.
- Faculty place announcement about the evaluations and link to the evaluation site on Blackboard.
- Students are required to access and submit every evaluation or they receive an I (incomplete grade) in the course. Nancy notifies faculty of the students who did not submit the evaluations.
- Faculty are responsible for submitting grades through the UK Campus Management procedures. CoursEval is not linked to the UK grading system and does not record grades.
- The first question of each course evaluation asks if students want to complete the evaluation. Students must answer that question to receive “credit” for accessing the evaluation. If they answer “no,” then they are asked to give a reason.
- Email reminders are sent to students who have not submitted an evaluation.
- If students do not submit the evaluation before it closes, they must contact Nancy in order to get the evaluation opened again.

When do evaluations occur and how long are students given to complete?

- Evaluations of faculty and courses are sent out to students twice a semester; at midterm for faculty teaching in a 7-week course and if requested by the course coordinator, for faculty who have completed their teaching assignment in a team taught course, and again several weeks prior to the end of a semester for remaining faculty and courses.
- Evaluations of Undergraduate clinical sites are sent out once a year during the spring semester.
- Students are given one week to 10 days to complete the evaluations. Extensions may be given, but ideally evaluations are closed at least one week prior to the Registrar’s due date for grade submission.

When/how are the results of the evaluations distributed?
Results of course evaluations are not released until after faculty submit the final grades for the semester.
Nancy emails each faculty member log-in and password information to access the evaluation results through the CoursEval software program.
Course coordinators have access to evaluation reports for all faculty who teach in their courses.
Associate Deans have access to evaluation reports for all faculty who report to them, all faculty who teach in their program areas of responsibility, and all courses in their program areas.
Course coordinators, the Associate Dean for Undergraduate Studies, and the Associate Dean for Practice and Engagement have access to the clinical site evaluations of the Undergraduate Program.
The Dean has access to all evaluations.

What are some other related policies/procedures related to the success/implementation of online course evaluations.

College of Nursing students and faculty are required to use their University of Kentucky email address to receive information and announcements about the evaluations. Forwarding to an alternate email address is not a viable option with the CoursEval system.
Nancy contacts Undergraduate Course Coordinators and graduate faculty early in the semester to get an accurate list of faculty and courses to be evaluated and to determine the launching of the individual evaluations.
All course, instructor, and clinical site evaluations are anonymous.