

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal: Accreditation and Compliance.

**TOPIC:** FPPM Section IV. R. Student Evaluation of Instruction

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As part of a review of the FPPM in preparation for reaffirmation, it came to light that the sentence about access appears to refer to a structure of the student evaluation that hasn't been used in quite some time.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

**1) Changing language about access to outdated parts of the student evaluation.**

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

**1) There aren't really sections anymore, and chairs, deans, and the PVPAA have access to all parts of the student evaluation (and have for quite some time). This change would accurately reflect current status.**

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

## R. STUDENT EVALUATION OF INSTRUCTION

All faculty members who wish to be considered for performance salary increases are required to permit their students to anonymously complete the instruction evaluation form prior to the end of the semester. Specific instructions for the administration of the evaluation activity are provided with the forms. After processing, ~~the forms along with a report tabulating the results will be returned to the faculty members via their department chairs.~~

The administration and completion of evaluations are to take place during the two weeks prior to final examinations. Classes with 5 or more students shall be evaluated.

Department chairs, college deans, and the Provost and Vice President for Academic Affairs (PVPAA) have access to the information ~~tabulated from Sections I and II, but not from Section III~~ in student evaluations.

A sample of the evaluation is reproduced on the next three pages.

*Reference: 1989 Faculty Handbook Revisions; Faculty Senate Minutes November 11, 2012; April 24, 2014.*