

<b>Policy:</b>	<b>Course Evaluations</b>
<b>Applicability:</b>	All PharmD Didactic Courses
<b>Who is affected:</b>	Students, Faculty and Administrators
<b>Effective:</b>	Fall 2015 Until Further Notice
<b>Last Revision Date:</b>	07/08/2015
<b>Initiated By:</b>	Academic Affairs
<b>Responsibility:</b>	Associate Dean for Academic Affairs
<b>Policy Link:</b>	<a href="http://go.pharmacy.umaryland.edu/policycourseevals">http://go.pharmacy.umaryland.edu/policycourseevals</a>

### **Policy Highlights**

Course evaluations are required for accreditation and are an essential feedback mechanism. They must be completed by students and reviewed by faculty.

### **Policy**

Response rates less than 80% reduces the likelihood that changes will be made in response to student evaluations. To maximize the chance this goal is met, students, faculty and administrators must fulfill their responsibilities as listed below:

#### **Student Responsibilities:**

It is the professional responsibility of all students to complete a course evaluation on time and in a diligent, professional, and constructive manner. The evaluation period is typically the last three weeks of the semester. Students may complete evaluations whenever they are available online. Email notifications are sent to students when evaluations open. Reminder email messages are sent only to students who have not completed an evaluation. It is the responsibility of individual students to complete course evaluations. Class Liaisons and Officers are responsible for sending frequent reminders regarding evaluation completion.

**SPECIAL NOTE:** The responsibility to complete evaluations also applies to students in experiential courses in all four professional years. Students taking these courses must complete the "Evaluation of Self, Preceptor and Site" in RxPreceptor.

#### **Faculty Responsibilities:**

Instructors and course managers are responsible for reinforcing the necessity of completing course evaluations close to the end of every semester. Faculty may provide time in a scheduled lecture to allow completion of course evaluations. No points or other incentives may be offered for completion.

Course managers are responsible for reviewing evaluation results together with course instructors, discussing them with the appropriate Vice Chair for Academic Affairs, and when appropriate responding to feedback and making changes.

#### **Administrative Responsibilities:**

The Office of Academic Affairs make course evaluations available to students in a timely manner, convey the process and deadline for completion, and collects, analyzes and disseminate the results. Instructors receive individual feedback. Full course evaluation results are distributed to course managers and Vice Chairs for Academic Affairs. The Office of Academic Affairs collects and archives course manager and Vice Chair feedback.

### **Policy Rationale**

Course evaluations completed by students serve a vital role in the school. Results guide instructional design and faculty development, allow comparisons of student satisfaction and performance across campuses, and are a required component of accreditation. Generating a high response rate to validate course evaluation data is the joint responsibility of students, faculty, and administrators.

### **Amendment History**

01/15/2010 Adoption
07/08/2015 Revision