

# Student Appraisal Survey Reporting

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## Report Format

For a report to be generated, there must be a minimum of five [5] respondents (equivalent to about 20% of an average-sized class) or at least 60% if the class size is less than ten [10].

- **ONLINE SURVEYS:** Instructors whose appraisals were conducted online will receive an aggregated per-course report whenever possible. They have the option to request for a per-section report after receiving the aggregate report provided that there are sufficient responses.

Reports shall include a profile line with the Department or Faculty comparison line. On the 2<sup>nd</sup> semester in which data from individual sections of the same course taught by the same instructor have been aggregated, the report may include a historical profile line for an instructor.

- **IN-CLASS SURVEYS:** Per section reports will be generated with the usual comparison line. No historical profile line can be included with per section reports (system limitation). Per section reports will be generated for post-probationary faculty requested in-class appraisals.

## Report Recipients

All survey reports will be sent to instructors three [3] days after the last posted final exam date for the term.

- **POST-PROBATIONARY:** Every semester, reports from online appraisals will be sent to the instructor, and Deans will receive an

aggregate of the Faculty. Once a year, aggregated instructor reports (by course) will be sent to the Deans (e.g., if Faculty Member A taught five sections of 1100, two of 2331, and one of 3302, the dean would see three survey reports of Faculty Member A's students' responses over the year, one aggregating each course number). If a faculty member is teaching only one section a year of a particular course, section-level data will be provided to the Dean.

- **PROBATIONARY FACULTY:** The reports of in-class student appraisals requested by the Dean's office will be given to the Deans as soon as possible after the appraisals are conducted. For probationary instructors whose classes are conducted online, the Dean will receive an aggregate report (following the same protocol as for post-probationary instructors) of online survey results at the end of the year.
- **NON-REGULAR FACULTY :** For those non-regular faculty identified by the Dean's office from the Faculty's pool of non-regular faculty as requiring an in-class student appraisal, reports will be given to the Dean as soon as possible after the appraisals are conducted. For non-regular instructors not identified by the Dean's office, the Dean will receive an aggregate report (along with the reports for post-probationary instructors) of online survey results at the end of the year.

*Approved FPRC 2 August 2012*