

**ADMINISTRATIVE MEMORANDUM**  
**VPAA 06-02**  
**August 18, 2006**

**SUBJECT: Standardized Student Evaluation Questions, effective AY 2006/07**

On April 25, 2006 the Academic Senate passed the *Resolution on Developing a Standardized Core Evaluation Form*. This resolution recommended that instructional faculty incorporate twelve core questions into all student evaluation of courses starting in Fall 2006. The President accepted and approved this Academic Senate resolution on May 15, 2006. The complete resolution and the *HSU Instructor Evaluation—Core Questions* are attached to this Administrative Memorandum, and are also available on-line at [http://www.humboldt.edu/~aavp/AdminMemo/0602\\_Student%20Eval%20Core%20Questions%20Administrative%20Memo.pdf](http://www.humboldt.edu/~aavp/AdminMemo/0602_Student%20Eval%20Core%20Questions%20Administrative%20Memo.pdf)

Therefore all academic programs shall adopt the attached *HSU Instructor Evaluation—Core Questions* for student evaluation of courses commencing with the 2006-2007 academic year.

The Academic Senate further recommended that if academic programs chose to add discipline-specific questions to the twelve core questions, that the same 5-point rating scale be used: 5 = excellent, 4 = good, 3 = average, 2 = below average, and 1 = poor. I strongly urge academic programs to follow the Academic Senate's advice if discipline-specific questions are added to the *HSU Instructor Evaluation – Core Questions*.

Academic programs may also choose to add open-ended questions to the *HSU Instructor Evaluation – Core Questions*. The Academic Senate provides suggestions for additional objective and/or open-ended questions. These are listed on the attachment following the twelve core questions.

As stated in the attached Academic Senate resolution, “. . . the results generated from the Instruction Evaluation Form shall be used only for purposes of instructor self-improvement, instruction retention, the RTP process, and Periodic Evaluation of tenured faculty.”

If you have any questions regarding the implementation of the *HSU Instructor Evaluation—Core Questions* as the university-wide common instrument for the student evaluation of all courses, please contact either Academic Senate Chair Saeed Mortazavi or the Associate Vice President for Faculty Affairs, Colleen Mullery.

Thank you for your attention to this important matter.

DISTRIBUTION: All Faculty, Staff, and Administrative Offices  
Attachment: Academic Senate Resolution #23-05/06-SA

**Resolution on Developing a Standardized Core Evaluation form**

#23-05/06-SA – April 25, 2006

**RESOLVED:** That the Academic Senate of Humboldt State University thanks the Course Evaluation Subcommittee for their two years working towards an instructor evaluation form which would be useful for every department; and be it further

**RESOLVED:** That the Student Affairs committee recommends to the President that the attached set of questions be adopted as a core set of questions for use in every department; and be it further

**RESOLVED:** That each department is encouraged to add department-specific questions to the University-wide core questions; and be it further

**RESOLVED:** That any rating-scale questions added by departments must use the same 5-point scale (5=excellent, 4= good, 3=average, 2=below average, and 1=poor) employed by the core questions; and be it further

**RESOLVED:** That the results generated from the Instructor Evaluation Form shall be used only for purposes of instructor self-improvement, instructor retention, the RTP process, and Periodic Evaluation of tenured faculty; and be it further

**RESOLVED:** That use of this new form begin in the Fall of 2006, with a review date of one year from implementation to allow any needed changes by the Academic Senate.

*Rationale: Currently, most departments at HSU have designed their own course-evaluation forms, with the result that Personnel committees have a bewildering experience dealing with a wide variety of rating scales and other types of forms. This resolution would create some uniformity through the use of common-core questions and common formatting of the forms used across campus, while still allowing departments to ask the questions they find most meaningful.*

Recommended by Senate – April 25, 2006  
Approved by President Richmond - May 15, 2006

Attachment to Resolution #23-05/06-SA  
**HSU Instructor Evaluation – Core Questions**

This evaluation provides you with the opportunity to express your views anonymously about the effectiveness of the instructor in this course. The University will use these evaluations in making personnel decisions for reappointment, tenure, and promotion. Your evaluation is also useful to your instructor who will have access to it only after s/he has submitted final grades for this course.

**Background information:**

1. My class standing is:
  1. Freshman/Sophomore
  2. Junior
  3. Senior
  4. Graduate student
  5. Other
  
2. This course
  1. applies to my major
  2. is a G.E. requirement (Select #1 if the course fulfills both GE and major requirements)
  3. is an elective on a topic related to my major
  4. is a free elective not related to my major
  5. Other

**Please rate your instructor using the following scale:  
5=excellent, 4= good, 3=average, 2=below average, and 1=poor**

3. The instructor's contribution to my understanding of concepts/ideas was ...
  
4. The instructor's accessibility/availability for consultation outside of class (office hours, by appointment, e-mail, phone) was ...
  
5. The instructor's explanation of the grading system was ...
  
6. The instructor's ability to present information clearly was ...
  
7. The instructor's ability to challenge me was ...
  
8. The instructor's ability to create an atmosphere where students were comfortable asking questions and/or engaging in discussion was...
  
9. The instructor's ability to create a classroom environment that was respectful of diversity (for example, ethnicity, socio-economic background, sexual-orientation, nationality, age, ability, religion, gender) was...
  
10. The instructor's ability to demonstrate knowledge of the subject matter was ...
  
11. The quality of the instructor's overall preparation for class was ...

12. The instructor's overall teaching effectiveness in this course was ...

**Suggested Questions**

*Note: Departments are encouraged to add questions beyond the Standardized Core. The following questions are samples of some questions departments might wish to consider or use as a jumping-off place for the drafting of their own questions. No one is required to use any of these questions.*

- A. My overall rating of this course was...
- B. The instructor's record of conscientiously meeting class time commitments was...
- C. The instructor's enthusiasm for teaching the subject matter was...
- D. The instructor's integration of perspectives from diverse women and men (diversity in relation to class, ethnicity, nationality, and/or sexuality) was...
- E. The instructor's ability to teach to my learning style was...
- F. The relationship between the course objectives and the assignments/tests/projects was...
- G. The instructor's ability to provide helpful feedback on assignments/tests/projects was...
- H. The clarity of the presentation of the course objectives (in class and/or the syllabus) was...
- I. The instructor's ability to create a classroom environment respectful of diverse political beliefs or perspectives was ...

**Suggested types of Questions to solicit comments:**

- X. What aspects of the instructor's teaching do you find most beneficial?
- Y. Do you have suggestions which would assist the instructor in improving his/her teaching of the class? Please elaborate.

4/21/06 Student Affairs Committee

4/25/06 Approved, Academic Senate (Resolution #23-05/06-SA)