

Faculty Play an Integral Role in Course Evaluations

Here are some ideas for how faculty can make a difference in the quality and quantity of course evaluation responses.

1. Include course evaluations on the syllabus with the administration dates as an item for students to complete.
2. Allow students time in the beginning or middle of class to complete course evaluations.
3. Post the link to course evaluation on Blackboard and remind students during class why it is important for them to submit their course evaluations.
4. Explain how you have used feedback from past evaluations to improve your current courses.
5. Check your course evaluation response rates and send a personal email to students reminding them to submit course evaluations.
6. Provide a small incentive to students if your class response rate is over 90%.
7. Reiterate that course evaluations are anonymous. Faculty can only see what percentage of their class has responded, but they cannot see the identities of individual respondents.