

## **School of Pharmacy Course Evaluation Administration Policy for Students**

### **Policy Statement**

School of Pharmacy students will complete course and instructor evaluations for required courses and for professional electives offered by the School of Pharmacy.

### **Reasons for the Policy**

The University requires the School of Pharmacy to document program effectiveness. In addition, the Accreditation Council for Pharmacy Education (ACPE) requires documentation of teaching effectiveness. Student evaluations of courses and instructors provide data necessary for program evaluation and continuous quality improvement.

### **Procedures**

1. Each faculty member will have access to a copy of course and instructor evaluation items (questions) at the beginning of each semester.
2. The Office of Academic Affairs (OAA) will administer course and instructor evaluation surveys to students each semester.
3. For team-taught courses, the course coordinator will identify instructors to be evaluated per the Instructor Evaluation Policy.
4. Course and instructor evaluations will be completed in a timely manner and no longer than 2 weeks following the end of a semester period.
5. Completion of course and instructor evaluation surveys is mandatory and thus considered to be the professional responsibility of all students enrolled in the Doctor of Pharmacy program. A Student Behavior Concern Form will be completed and forwarded to Associate Dean for Student Affairs for students who fail to complete course and instructor evaluation surveys by the deadline. Continuous, noncompliant behavior defined as failure to complete course and instructor surveys for three or more academic semesters violates sections II.A.2 of the UMKC SOP Standards of Professional and Ethical Behavior. Therefore, the violation will be reported to the Primary Administrative Liaison for the Honor Council.
6. Upon completion of the course and instructor evaluation surveys, evaluation reports will be distributed to the course coordinator(s), the instructor(s) within a course and the division chairs/dean.
7. Data from course and instructor evaluation surveys are anonymous and every effort will be made to protect the confidentiality of the evaluator. Only aggregate data will be reported.

Contact: Associate Dean for Academic Affairs (ADAA)

### **Responsibilities**

1. Office of Academic Affairs
  - a. Will provide course and instructor evaluation survey access to students in a timely manner;
  - b. Encourage student compliance; and
  - c. Manage the evaluation process which includes collecting, analyzing, disseminating, and storing of the data.
2. Students will complete course and instructor evaluation surveys for courses described above each semester in a timely manner as directed by the ADAA.