

School of Pharmacy Course Evaluation Administration Policy for Students

Policy Statement

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

Reason for Policy

The university requires the School of Pharmacy to document program effectiveness. Students' ratings of courses and instructors provide data for program evaluation. In addition, the Accreditation Council for Pharmacy Education (ACPE) requires documentation of teaching effectiveness.

Procedures

1. Each faculty member will have access to a copy of course and instructor evaluation items at the beginning of each term.
2. The School of Pharmacy administration will provide evaluation forms to students to complete at a time designated by the course coordinator within the academic term.
3. For team-taught courses, the course coordinator will identify instructors to be evaluated following guidelines provided by the School of Pharmacy Assessment Committee. These guidelines are as follows:
 - a. Instructors will be evaluated for instruction provided to School of Pharmacy students. Evaluation ratings and reports may be distributed to the course coordinator, the instructor, and the division head/deans.
 - b. If a professional degree student provides a presentation or lecture to other professional degree students, he or she will be evaluated by his/her supervising instructor (i.e., he/she will not be evaluated using the official School of Pharmacy process).
4. Course evaluations will be anonymous and every effort will be made to protect the confidentiality of the evaluator.
5. Course evaluations will be completed in a timely manner. Course evaluations are mandatory and are considered to be an academic responsibility. Students who fail to complete course evaluations by the deadline must write a 2,000 word essay on the role of course evaluations in curricular improvement, by a given date. If the student fails to turn in the essay by the due date, then: a) the student will be disenrolled from classes if classes have already started; or b) a "hard" hold will be placed on the student, which means he/she may not enroll in classes for the upcoming semester.

Contact: School of Pharmacy Administration

Responsibilities

1. School of Pharmacy administration
 - a. will provide evaluation forms to students in a timely manner;
 - b. encourage student compliance; and
 - c. manage the evaluation process including collecting, analyzing, disseminating, and storing the data.
2. Students will complete course and instructor evaluations for pharmacy courses each school term in a timely manner as directed by the School of Pharmacy administration.