

To: Provost Michael Driscoll,  
University of Alaska Anchorage

Fr: Christine Lidren,  
UAA Governance Office

Re: Language in Faculty and Adjunct Handbook regarding Student Evaluations

On April 1, 2011 the Faculty Senate approved the following motion from the Ad Hoc Committee for Student Evaluations.

**The *Faculty Handbook* and the *Adjunct Faculty Handbook* will include the following modifications (*Faculty Handbook* pages 16-17; *Adjunct Handbook* page I-3).**

*Faculty Handbook*

**Student Evaluations of Faculty**

Student evaluations of faculty are conducted each semester using the online tool IDEA (Individual Development and Educational Assessment). For all courses for which they are instructors, the sole responsibilities of faculty as to IDEA course evaluation distribution/collection are 1) to complete the "Course Objectives" section of the FIF (Faculty Information Forms) and 2) make IDEA evaluations available to students by activating their courses on Blackboard in a timely manner. See <http://www.uaa.alaska.edu/facultyservices/ideafaculty-student-evaluations.cfm> for additional information on IDEA course evaluations. Evaluations may not be reviewed by the faculty or department until after the end of the semester. At that time, the faculty will receive electronic results which will also be sent to each dean's or extended college director's office and will be placed in the faculty member's evaluation file. Evaluation results are also available in the Consortium Library, the Learning Resource Center, the Student Government Office, and at the extended colleges. Some departments may use additional evaluation tools. Consult your chair for information on these tools.

*Adjunct Handbook*

**Student Evaluations of Faculty**

Student evaluations of faculty are conducted each semester. UAA uses the online IDEA tool for evaluations. For all courses for which they are instructors, the sole responsibilities of faculty as to IDEA course evaluation distribution/collection are 1) to complete the "Course Objectives" section of the FIF (Faculty Information Forms) and 2) make IDEA evaluations available to students by activating their courses on Blackboard in a timely manner. See <http://www.uaa.alaska.edu/facultyservices/ideafaculty-student-evaluations.cfm> for additional information on IDEA course evaluations. Evaluations may not be reviewed by the

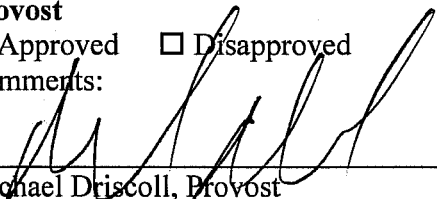
faculty or department until after the end of the semester. You will receive your results in your UAA e-mail account and copies of the results of the evaluations will then be available in each dean's or extended college director's office. Evaluation results are also available in the Consortium Library, the Learning Resource Center, the Student Government Office, and at the extended colleges. Some departments may use additional evaluation tools. Consult your chair for information on these tools.

If I may be of further assistance, please let me know.

**Provost**

Approved     Disapproved

Comments:



Michael Driscoll, Provost

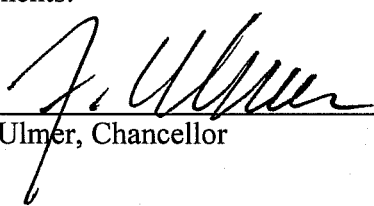
4/19/11

Date

**Chancellor**

Approved     Disapproved

Comments:



Fran Ulmer, Chancellor

4/28/11

Date