



COURSE EVALUATIONS STUDENT PERCEPTION OF COURSES AND INSTRUCTORS

The Florida State University Faculty Senate has mandated the use of the Student Perception of Courses and Instructors (SPCI) course evaluation instrument adopted on November 14, 2012. Quantitative summaries are a Public Records document per Section 1012.91(4), Florida Statutes.

1. All courses must be evaluated, with the following **exceptions**.
 - a. **Course type:** Dissertation, thesis, internship, individual instruction, independent study, or practicum.
 - b. **Term:** Summer
 - c. **Course format:** Distance learning, online, hybrid, or field work.
 - d. **Enrollment:** Fewer than 10 for undergraduate courses and less than 5 for graduate courses; course evaluations may not be ordered for sections with enrollment fewer than 5 unless sections are combined for evaluation to result in a total enrollment of 5 or greater.
 - e. **Teaching Load:** Less than 25% for courses taught by multiple instructors.

Please note: Beginning fall 2016 term, course evaluations will be conducted using EvaluationKIT online course evaluation software. The default survey instrument is the Electronic Student Perception of Courses and Instructors (eSPCI), used at Florida State since fall 2013. The ordering system for evaluations will now default to the eSPCI, but administrators may change orders to the paper-based Student Perception of Courses and Instructors (SPCI) for non-online courses. Administrators are responsible for ensuring the evaluation orders are correct.

2. Course evaluation requests
 - a. An FSUID user account is mandatory for instructors to be evaluated.
 - b. Evaluations can be requested for any course instructor or teaching assistant listed in the registrar's course schedule master.
 - c. For classroom courses the instructor may choose the evaluation format (paper-based or online) unless the department mandates a particular format. Course taught online, at a distance, or within international programs must be evaluated online.
 - d. Requests must be made by the department's designated course evaluation coordinator, the instructor, or the department chair using the [web-based request form](#).

- e. The Assessment & Testing unit of the Office of Distance Learning will publish the [deadlines for course evaluation requests](#) on its website. Requests placed before the deadline will be processed in time for all packets to be sent to the departments three (3) weeks before the last day of classes.
 - f. Any packets that need to be received early for any reason must be justified, ordered using the designated [Early Packets Request Form](#), and picked up in person at the ODL-AT office.
 - g. Requests made after the ordering deadline should only be made in exceptional cases. ODL-AT can only accommodate late requests that are made before the evaluation period opens and only with paper packets. Online orders may be adjusted (i.e., changing an instructor, deleting a course order) until the close of the admin window. In exceptional cases, a petition may be filed to administer paper-based evaluations that were ordered after the deadline. These requests must be justified, ordered using the [Petition for Paper Late Packet Form](#), and approved by the corresponding academic dean.
3. Administration of paper-based course evaluations
- a. Only official course evaluation envelopes and forms may be used, and the envelopes and labels may not be altered in any way. Any corrections to the information on the label must be requested through ODL-AT before administration and will require the original packet to be returned to ODL-AT to be replaced with the corrected label.
 - b. Department coordinators shall verify the accuracy of course reference numbers before course evaluations are forwarded to instructors. Instructors shall verify that they are using the correct packet before administration.
 - c. Course evaluations must be administered
 - i. During the last two weeks of classes, unless previously approved as a justified, exceptional administration;
 - ii. At the beginning of a class session during which no examination is scheduled;
 - iii. Giving students no less than fifteen (15) minutes for explanation and completion.
 - d. The administration must be done by a designated student proctor.
 - e. No instructor or teaching assistant may be present in the room while students complete the evaluations.
 - f. The student proctor must:
 - i. Sign and date the proctor form printed on the evaluation envelope;
 - ii. Mark any irregularities during administration on the proctor form;
 - iii. Collect all evaluations in the official evaluation envelope;
 - iv. Close and seal the envelope; and
 - v. Personally deliver or send it via campus mail to ODL-AT to ensure it reaches the ODL-AT office by the deadline indicated on the label.

4. Processing and reporting (paper packets)
 - a. ODL-AT will accept completed course evaluation packets until no later than one (1) week after the last day of classes, thereby allowing for irregular delivery and proctor errors.
 - i. Packets that arrive after this deadline will be returned to the instructor unprocessed. (They will not be scanned and their data will not be included in any reports.)
 - ii. Forms that are filled out with an instructor name that is different from the instructor name on the label or with multiple instructor names will not be processed, but will be returned with the processed packet.
 - iii. Packets containing a majority of forms with an instructor name that does not match the name on the label or with multiple instructor names, will not be processed and will be sent to the department chair.
 - iv. Packets with altered labels or packets that are in unofficial envelopes will be returned to the instructor unprocessed.
 - b. ODL-AT will process the course evaluations and publish the reports within one (1) week after the deadline for accepting completed packets, i.e. two (2) weeks after the last day of classes.
 - i. Individual reports will be accessible to the instructors via a [secure web site](#).
 - ii. Any original paper forms will be returned to the instructor without printed reports.
 - iii. Designated department officials will have online access to individual reports on all courses taught in their academic department.
 - iv. Deans will have online access to a collection of university-wide summary reports as well as all individual reports on all courses taught in their school or college.
 - v. The Office of the Provost will have online access to a collection of summary reports as well as all individual reports on all courses
5. Access to data
 - a. Instructors
 - i. Reports show frequency analysis of all quantitative data.
 - ii. Original paper forms with hand-written comments are returned to the instructor via the department for which the course is listed.
 - iii. Written comments submitted in online evaluations are only accessible to the instructor.
 - b. Academic department officials
 - i. Department chairs have online access to all reports for courses taught in their department as well as summary reports at the department, college, and university level.
 - c. Administrative officials (provost, deans)
 - i. The Office of the Provost and all university deans have online access to individual reports and summary reports.

- d. General public
 - i. According to Florida Sunshine law, the general public has access to quantitative summary reports of all evaluated courses.
 - ii. Online access through a non-secure website that allows searching of reports by term, course, and instructor is available for all course evaluations starting fall 2003.
 - iii. Paper copies of public course evaluations between spring 1996 and fall 2003 are available in the Special Collections at Strozier Library.