

Teaching Evaluation Policy

UNIVERSITY GUIDELINES:

The University of Florida requires that all courses taught by a faculty member during the academic year, including those taught by adjuncts and graduate assistants, be evaluated by students using the SUS Student Assessment of Instruction (SUSSAI). This includes graduate courses. If a faculty member teaches only in the summer these rules apply to that teaching.

1. All courses taught by faculty, adjuncts, and graduate students must be assessed using the teacher evaluation forms, except as noted in numbers 2 and 3 below. If a course has more than one instructor, each must be evaluated separately.
2. Exception - Evaluations are optional for:
 - a) independent study
 - b) internships
 - c) practica
 - d) thesis and dissertation supervision sections
 - e) sections having 10 or fewer students (see College guidelines above)
 - f) sections having multiple instructors where no one instructor taught 10 or more periods
3. Evaluations **MUST** be administered during the final three weeks of scheduled instruction.
4. The evaluation is to be administered at the beginning of a class session in which no examination is scheduled and during which the students are given sufficient time ("no fewer than 15 minutes") for explanation and completion of the form.
5. The instructor is not to be present while the evaluation is being administered.

COLLEGE GUIDELINES

Even though the University does not require any section to be evaluated if there are less than 10 students enrolled in the class, the College of Business does require all sections to be evaluated no matter how many students are enrolled. This relates only to sections of courses that should be evaluated and does not override the University decision regarding evaluations for independent study, internship, practica, thesis, and dissertation supervision courses. Sections of these exempted courses still do not need to be evaluated.

This means that the exceptions listed under University Guidelines are still in effect with the exception of the exclusion based on class size.