

### 3.5 Access to Course Evaluations

*Rationale: The College collects student evaluations of courses each term. Their primary uses are in the assignment of teachers, the improvement of teaching and in the evaluation of teaching personnel. Therefore, access to the course evaluations follows the tree of responsibility for assigning faculty to classes and for developing and evaluating faculty as it pertains to teaching.*

- Each faculty member has access to her/his own course evaluations.
- Chairs<sup>1</sup> have access to all evaluations of courses taught in the Department. Where Departments have semi-autonomous internal programs (i.e., Composition within English), the Chair shall make arrangements, with the Dean's approval, to share relevant course evaluations with the head of the program.
- Deans have access to all evaluations of courses taught in the School.
- Vice Provosts have access to all evaluations of courses taught at the undergraduate and graduate and professional levels, respectively.
- The Provost and the President have access to all evaluations of courses.
- The Directors of January Term and Collegiate Seminar have access to evaluations of all courses taught in their respective programs.<sup>2</sup>
- For Rank and Tenure purposes, Chairs and Deans have access to evaluations of all courses taught by the faculty member under review during the period under review to the same extent as they are available to the Rank and Tenure Committee. Per the *Faculty Handbook*, the Student Rank and Tenure Committee also has access to the previous spring teaching evaluations for undergraduate faculty who are candidates for promotion and/or tenure.
- Deans may at their discretion assign access to ranked faculty members as needed for the assignment of teachers, the improvement of teaching and the evaluation of teaching personnel.

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<sup>1</sup> As defined in the **Faculty Handbook**

<sup>2</sup> January Term and/or Collegiate Seminar may require faculty to share their other course evaluations in order to be considered to teach.