

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

---

**Title:** Policy on Course and Teaching Evaluations  
**Policy Number:** 02.78.14  
**Effective Date:** November 12, 2002  
**Issuing Authority:** Office of the President

### **Policy**

Temple University is committed to high quality instruction in graduate, undergraduate and professional programs. Student feedback regarding instruction is an integral part of assuring quality in the University's educational programs.

Every instructor – each person teaching at the University – is required to have his or her teaching evaluated by students every semester using a standard form adopted for such purpose.

The sole exceptions to this policy are (a) courses in which student anonymity cannot be guaranteed, including courses with small enrollment (seven students or fewer), (b) independent studies, and (c) courses involving one-on-one instruction. Schools heavily dependent on one-on-one instruction are required to develop and use other means to assess this type of instruction.

Faculty will receive copies of the evaluations to be used for self-assessment and when indicated, improvement of their teaching. The summary results of course and teaching evaluations will also be provided to deans for purposes of retention, promotion, tenure and merit decisions and to department chairs and faculty committees that provide advice to the administration regarding the awarding of tenure, promotion, and merit.

Deans should not use data gathered for courses being taught for the first time or for instructors who are assigned to teach an existing course for the first time for the purposes of retention, promotion, tenure or merit decisions. The results of such evaluations will be provided for the instructors' personal use but will not be reported to the department chairs or faculty committees for use in merit, promotion or tenure decisions.

A Teaching Learning Center shall be developed and maintained by the University so that assessment of faculty teaching can be used to support and enhance teaching skills.

### **Notes**

#### **1. Dates of official enactment and amendments:**

Adopted by the President on November 12, 2002.

**2. History:**

none

**3. Cross References**

none