

*The following procedures are developed in response to the Teaching Council's recommendations offered to and adopted by the Faculty Senate on March 11, 2009. These procedures are meant to supplement Academic Policy 1405.15.*

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*A standardized university-wide procedure for administration:*

- 1) All course evaluations are administered on-line for each class through CoursEval. Each semester the schedule for online course evaluations including dates and times of deployment and communications will be provided on the Provost's Web site:  
<https://provost.uark.edu/course-evaluations.php>.*
- 2) An e-mail will be sent to all students enrolled in a class with 5 or more students, as well as the instructor for that class, announcing information regarding evaluations (adding faculty questions, opening and closing dates, etc.).*
- 3) Students will receive e-mails every other day for one week reminding them to complete the course evaluations. Once a student has completed a course evaluation, he or she will no longer receive reminder e-mails.*
- 4) Evaluation period is generally 5-10 days long and access to course evaluations will then be closed.*
- 5) The evaluation process is completely anonymous.*
- 6) Results of evaluations will be available via the CoursEval system to individual faculty members 72 hours after grades are posted in UAConnect. Results can be accessed by logging in.*
- 7) Faculty may not retaliate against students, based on feedback from course evaluations, or the faculty will face negative repercussions.*
- 8) It is the faculty member's responsibility to login to CoursEval prior to evaluations being deployed to ensure accuracy of the information being provided to students, including title of course, instructor(s) to be evaluated, and accuracy of university, college and department core questions. Inaccuracies or updates need to be reported to the CoursEval administrator before the evaluations deploy to students by e-mailing [courseval@uark.edu](mailto:courseval@uark.edu).*
- 9) Faculty may choose 5 questions from the PICES Item Catalog in addition to the pre-determined University, College, and Department core questions for each course being taught.*
- 10) Quantitative information on course evaluations is available to designated department heads, chairs and deans, however comments are private and not shared unless the faculty member chooses to do so.*