

Increasing Student Response Rate for Course/Faculty Evaluations

1. **Allot Class Time.** The Office for Education supports and highly recommends allotting class time for students to fill out course evaluations.
2. **Inform.**
 - Remind students and reassure them that online evaluations are completely **anonymous**.
 - Let students know the importance and intended use of evaluation data.
 - Constructive student feedback is imperative and valued for continual curricular improvements and faculty development.
 - Explain how you have used past student feedback to make improvements to your class.
 - Remind students that you will not see any results until **after final grades** have been submitted.
3. **Encourage.** Students and the course director will be automatically notified the day evaluations open. Those students who have not filled out the evaluation will receive one reminder mid-week of the open period. **During the open evaluation period, the Course Director can send additional emails to the class to personally encourage students to complete the evaluations.**
4. **Incentivize.** Many tactics have been employed to get students to fill out the evaluations (i.e. providing food during allotted class evaluation time, giving the entire class points/credit if a specified percentage fill out the evals, etc.). Please keep in mind, students **should not and cannot be penalized** for deciding not to participate, i.e. do not fill out the forms resulting in deducting points if certain % of classmates do not complete evaluations).
5. **Limit # of evaluations.** There are many courses that have excess of 10+ faculty that students need to evaluate. To be mindful of student's time and to possibly yield better results, departments can consider limiting evaluations to those faculty who are a certain FTE (i.e. >0.5) or who have a minimum number of student contact hours that warrant an evaluation.
NOTE: Please get input from your DEO before making decisions regarding which faculty should/should not be evaluated.