

Policy:	Course Evaluations
Applicability:	All PharmD Courses
Who is affected:	Students, Faculty and Administrators
Last Revision Date:	05/03/2017
Initiated By:	Academic Affairs
Responsibility:	Associate Dean for Academic Affairs
Policy Link:	http://go.pharmacy.umaryland.edu/policycourseevals

Policy Highlights

Course evaluations are required for accreditation and are an essential feedback mechanism. They must be completed by students and reviewed by faculty.

Policy

Student Responsibilities:

It is the professional responsibility of all students to complete a course evaluation on time and in a diligent, professional, and constructive manner. The evaluation period is typically the last three weeks of the semester. Students may complete evaluations whenever they are available online. Email notifications are sent to students when evaluations open. Reminder email messages are sent only to students who have not completed an evaluation.

SPECIAL NOTE: The responsibility to complete evaluations also applies to students in experiential courses in all four professional years. Students taking IPPE and APPE courses must complete the "Evaluation of Self, Preceptor and Site" in RxPreceptor.

Faculty Responsibilities:

Instructors and course managers are responsible for reinforcing the necessity of completing course evaluations close to the end of every semester. Faculty may provide time in a scheduled lecture to allow completion of course evaluations. No points or other incentives may be offered for completion.

Course managers are responsible for reviewing evaluation results together with course instructors, discussing them with the appropriate Vice Chair for Academic Affairs, and when appropriate responding to feedback and making changes.

Administrative Responsibilities:

The Office of Academic Affairs make course evaluations available to students in a timely manner, convey the process and deadline for completion, and collects, analyzes and disseminate the results. Course evaluations are confidential and student feedback is de-identified before it is distributed to faculty. Instructors receive individual feedback for all courses in which they taught in a given semester. Full course evaluation results are distributed to course managers and Vice Chairs for Academic Affairs. The Office of Academic Affairs collects and archives course manager and Vice Chair feedback.

Policy Rationale

Course evaluations completed by students serve a vital role in the school. Results guide instructional design and faculty development, allow comparisons of student satisfaction and performance across campuses, and are a required component of accreditation. Generating a high response rate to validate course evaluation data is the joint responsibility of students, faculty, and administrators.

Amendment History

01/15/2010 Adoption
07/08/2015 Revision
05/03/2017 Revision