



California Institute of Integral Studies

Policies, Procedures and Documents: **Course Evaluation Policy and Procedure**

Purpose

CIIS expects all of our students to evaluate their courses and instructors. The data in these evaluations provides CIIS valuable information in assessing our academic integrity and instructional practices. It's also an opportunity for students to reflect on and integrate their expectations and methods of learning.

Policy

1. All courses are evaluated except: those with less than three registrants; comprehensive exam; thesis/dissertation proposal and dissertation seminar; individual practicum; independent studies.
2. The Provost's Office administers the evaluation process. It is conducted solely online, using the same form for all instructors.
3. Students receive the evaluation form only upon the course's completion, and only if they have not withdrawn from the course.
4. All evaluations are anonymous.
5. Students who've submitted the course's evaluation are eligible to see their grade on MyCIIS 24 hours after the instructor has submitted it. Students who do not submit an evaluation, are eligible to see their grade four weeks after the grade submission deadline (see the academic calendar for this).
6. Only the holders of these roles are eligible to see evaluation data:
 - a. the Provost
 - b. the dean of the school in which the course is housed
 - c. the chair of the department and/or program in which the course is housed
 - d. the instructor, only after submitting all of the course's grades
 - e. the Faculty Evaluation, Promotion and Scholarship Committee, for the purposes of considering whether to promote the instructor or to renew their contract
7. Evaluation data is considered personnel data and so is stored and disclosed in accordance with federal and state law and the university's employee policies.

Procedure

1. On the last date of the course, the Provost's Office emails the students a hyperlink to the evaluation, and emails the instructor a notification that it's been sent.
2. The email to the instructors asks them to encourage their students to submit the evaluation, and includes a hyperlink where they can see the response rate.
3. The Provost's Office emails instructors their evaluation data one week after the semester's grade submission deadline. Instructors who submit grades after this deadline must send a request for their data to surveys@ciis.edu or to their program manager/coordinator.