

FAQ for Faculty/Instructors

For Student Opinion Survey (SOS)

What is SOS?

The Student Opinion Survey (SOS) is the tool by which students evaluate an on-campus instructor. The SOS is one instrument instructors can utilize to demonstrate teaching effectiveness; it is also the only instrument that is financially and administratively supported by of Academic Planning & Analysis (APA). The results of SOS may be used by university administration when evaluating an instructor for reappointment, promotion, or tenure consideration and post-tenure review.

Where do I find instructions to administer SOS?

Each faculty/instructor will receive one faculty/instructor guide from your department. You will use these same instructions for all SOS administration. These instructions are also posted on [APA's SOS website](#).

How do I obtain SOS supplies?

Each department has an SOS coordinator to provide instructors with the needed SOS supplies. Please contact your department for more information on the procedure for administration of the SOS.

When should I administer the SOS?

The SOS should be administered within the last two weeks of class prior to the final exam. It is recommended that the SOS not be administered before this timeframe or during final exam week.

Is SOS mandatory?

APA does not mandate SOS administration. However, departmental bylaws may require faculty members to be evaluated. Please check with your department.

How can I add individualized questions to my SOS?

Questions 9 and 10 on the SOS scantron forms are intended for the department and/or faculty member to use, if they choose. Keep in mind the following:

- The department and/or faculty member will compose the question(s) used for 9-10, as well as the responses available for 1-5 on the scantron.
- The faculty should either post the questions on the board or give each student a printed copy of the question(s) and responses available.
- The actual questions will not appear on the SOS reports for 9-10. The questions will be listed as "Additional Question #9" and "Additional Question #10," followed by the number of responses, frequency, means, etc.
- Since APA does not keep record of individualized questions for 9-10, the questions and response scale should be kept by the individual faculty and a copy should be submitted to the department for their file.

How can I minimize errors and delays?

Instructors can promote accuracy and efficiency by doing the following:

1. Inform students ahead of time that they will be participating in the SOS.
2. Remind students to bring (or provide them) No. 2 pencils. The scanning machine does not accept responses in ink.
3. Emphasize the scale for questions 1-7 on the SOS form (1 = "Strongly Agree" and 5 = "Strongly Disagree"). The scale is printed on the SOS form and the student volunteer is also instructed to remind students of the scale.
4. Verify that the Global ID and CRN provided to students are correct.

When can I expect my SOS results?

For fall and spring, processing is usually completed 4-6 weeks after the end of the semester. Summer results are available near the end of August. Faculty will be notified by email when all the processing is completed.

I am applying for promotion/reappointment/tenure and need my SOS scores. Can I get my results earlier?

Yes, preliminary results may be expedited by notifying your department's SOS coordinator and APA with the following information.

- Reason for expedited service (tenure, promotion, reappointment decisions)
- Name of instructor
- Course reference number (CRN) for each course

How do I access my scores?

Faculty Evaluation Reports are available on the [APA website \(https://ssl.cmich.edu/sos2/\)](https://ssl.cmich.edu/sos2/). Use your Global ID and current password.

I see the score for only one of my courses taught. When will I see the scores for the other courses?

If this happens in the middle of processing, please be patient as the review of packets can be very labor intensive. However, if you have received notification that SOS processing is complete, and you still do not see all of your courses, please contact APA immediately.

Where are my scores for the online course I taught?

Since SOS covers only on-campus courses, please contact Global Campus.

If my scores do not look accurate, what should I do?

Wait until faculty have been notified that processing is complete. Then, contact APA with any concerns or questions you may have.

How can I find SOS summary results from previous semesters?

The [APA website](#) has a page for SOS. Five years of SOS results are available online with "Faculty Evaluation Reports." For older data, use the section titled "Archive of SOS Reports (Internal Reports)." Historical summary reports (including data before 2003) are also available at the Park Library Reserve Desk.

How long does APA retain the completed survey scantron forms?

Scantron forms are retained for six months.

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