

## Faculty/Instructor Guide for Administering the Student Opinion Surveys

1. The SOS is the current instrument utilized by Central Michigan University for student evaluation of instruction whose results can be used for reappointment, tenure, and promotion decisions. The SOS should be used only once per semester and administered in the last two weeks of classes. Administration of the SOS during final exam week is not recommended.

To improve teaching effectiveness, instructors are encouraged to utilize ideas and resources from CMU's Center for Excellence in Teaching and Learning prior to the thirteenth week of a semester.

2. Students should be informed in advance of the date the SOS form will be administered. The instructor may request that students bring a #2 pencil.
3. Sufficient time (10 minutes) should be provided for students to complete the SOS. It is suggested that the instructor leave the room during the administration of the SOS.
4. It is strongly recommended that a student volunteer be selected by the instructor to assist in the administration of the SOS. The student volunteer will distribute both the survey and open-ended *Individual Opinions* forms and provide the following verbal instructions to the students.

### **Instructions to be Read to Students by Student Volunteer**

1. Please use only a #2 pencil and erase thoroughly if you change a response.
2. The Course Designator/Number for this class is \_\_\_\_\_. Please enter this information in the first line of the form.
3. The CMU Faculty Global ID for this class is \_\_\_\_\_. Please enter this alpha/numeric code in the section titled "CMU Faculty Global ID."
4. The Course Reference Number for this class is \_\_\_\_\_. Enter this 8-digit number in the section titled "Course Reference Number."
5. Please mark the appropriate response to the remaining questions. Please pay careful attention to the scale. For questions 1-7, 1 indicates "Strongly Agree" and 5 indicates "Strongly Disagree." If you do not have an opinion with regard to any question, please leave the response to the question blank. When finished, return the completed survey to the front of the class.
6. You may express your personal reactions to this class on the accompanying "Individual Opinions" sheet that is provided for this purpose. Please include the instructor's name and course reference number in the space provided. Once completed, these forms are to be placed in the 6 1/2" x 9 1/2" manila envelope and will not be returned to the instructor until after grades are finalized.

5. Questions 9 – 10 on the questionnaire are intended for department and/or faculty member use. Indicate to the class what these questions are.
6. After sufficient time has been provided for the students to complete the survey, the student volunteer will collect and insert the two forms in separate envelopes. The student volunteer will then deliver both envelopes to the department office immediately after the administration of the survey.
7. The envelopes containing the Individual Opinions questions will be stored in a secure area by the department SOS contact until they can be released back to the instructor the day after the deadline for final grades to be turned in to the Registrar's office.
8. After the envelopes containing the survey questions are checked for accuracy of information reflected in the course reference number and faculty ID sections of the surveys, they will be forwarded to Academic Planning & Analysis (APA) for processing.
9. Utilizing the list-serv, APA will notify instructors when scores are ready for review.