6: Instructor Evaluation & Training Process

Students' Rights and Responsibilities

Course Feedback is the campus-wide service used by Students to provide end-of-course feedback on Instructors and courses. Course Feedback utilizes EvaluationKIT which is a modern Web-based system.

Faculty Rights and Responsibilities

Although individual teachers have their own unique style and talents, at a minimum UNM-Taos' instructors teaching hybrid and online courses, should:

- Show evidence of strong preparation.
- Present material that reflects the current state of knowledge in the field.
- Demonstrate effective management skills.
- Organize individual topics into a meaningful sequence.
- Demonstrate effective communication skills and an ability to interact with students in an encouraging and stimulating manner.

End-of-Course Student Feedback

- All of UNM is now using the Course Feedback service, and UNM's IDEA service has been demised. However, IDEA reports are archived, and can be accessed by contacting the Course Feedback Support Team, via Help.UNM or (505) 277-5757.
- Custom Question functionality is available for Instructors to create and assign questions to their courses. Custom Question tutorials and "How To" information are available in the EvaluationKIT application online help section by logging into EvaluationKIT and clicking on the link at the top right hand corner of the screen. **Note:** Instructors have a limited time to enter Custom Questions, i.e., approximately two weeks prior to the Student survey start date.
- There are four (4) mandatory UNM-Wide questions, which are automatically incorporated into all Student surveys. Departments, and Colleges, may add custom questions to Student surveys as well. It is the Instructor's responsibility to familiarize themselves with the UNM-Wide questions and any respective College, or Department-wide questions, so that they can avoid creating similar or repetitive questions.

Hybrid & Online Course Training & Evaluation Process

1. An instructor intending to teach a hybrid or online course for the first time needs to first seek approval from their Department Chair.

2. Upon approval, they would submit their course to the Coordinator of the OET if they have already developed the course.

3. If an instructor needs prior training on developing a course we encourage them to contact OET as soon as possible for an appointment. There are a variety of training opportunities that we can provide an instructor looking to develop a hybrid or online course.

4. Once a course is ready for evaluation the instructor needs to do a Self-Evaluation and fill out the Instructor Worksheet, both to be submitted to OET.

5. OET then uses an Evaluation form to deem whether the course is ready to be scheduled.

6. If needed, the instructor will be asked to fix or work on any issues that were highlighted during the evaluation process before the class could be scheduled.

7. An instructor needs to submit *every* new course being offered as hybrid or online to the Office of Educational Technology for approval.

All forms are available through the OET website.

General* Timeline:

For a course to be offered Fall Semester	
Submit request to Department Chair	January
Submit course for evaluation to the OET	February
Course is reviewed and feedback given to the instructor	February
Course is revised before offering or Course is approved for offering	March
For a course to be offered Spring Semester	
Submit request to Department Chair	August
Submit course for evaluation to the OET	September
Course is reviewed and feedback given to the instructor	September
Course is revised before offering or Course is approved for offering	October

*This timeline can change due to a course being offered the second eight weeks of a semester or in special situations. The timeline is intended for a best practices approach.