

UND Student Assessment of Teaching (USAT)

Student ratings can provide instructors with valuable feedback about their teaching. They can also provide data for use in personnel decisions, such as tenure, promotion, and merit pay. However, experts agree that:

student ratings are only one source of data about teaching and must be used in combination with multiple sources of data if one wishes to make a judgment of all of the components of college teaching. Further, student ratings are data that must be interpreted. We should not confuse a source of data with the evaluators who use the data to make a judgment. (William Cashin, Idea Paper No. 20).

This UND Student Assessment of Teaching (USAT) provides a method to collect and report student ratings of instruction in areas that are broadly applicable to most classes. Note: The third section of the form is **not** used to evaluate individual instructors. Instead, it is designed to collect data for institutional assessment of essential studies/general education goals.

Directions for Instructors

- STEP 1:** Plan to administer the USAT within the **last two weeks of classes**. It is advisable NOT to hand out the forms on the last day of class or during the final exam.
- STEP 2:** On the day of the evaluation, make sure to post the course number, section, and class number in the classroom. Students will need this information to fill out the USAT form. **(For the class number, a preceding zero needs to be added to the four digit class number** and use the sixth digit to indicate the instructor teaching the course. If there are two or more instructors the department will need to assign a distinct number from "1" to "9" for each instructor as a means of separating the instructors' evaluations.
- STEP 3:** **Select one student**, or a third party, who will be responsible for collecting and delivering the forms to the department office. Give that person the envelope, making sure that the **location of the department office** is clearly indicated on the outside. (Once the completed forms are received at the department office, please send the envelope through intercampus mail to ITSS, Stop 9041 or walk the forms to ITSS, Room 311, Upson II).
- STEP 4:** **Read or display directions** to enable comprehension of the instructions:

Today I am distributing forms that ask you to rate the quality of this course and the instructor. The information we get from these forms is very useful to us as faculty, so we ask you to read the questions carefully and answer thoughtfully. Be assured that your participation in this assessment is voluntary, your ratings are anonymous, and I will not see these forms until after grades are turned in.

Please note that there are three sections to this form. In the second section, which asks for open-ended responses, please print in block letters to assure anonymity.

The third section is designed to collect information for the University's assessment plan. This section applies to a broad range of courses--not just GER/Essential Studies courses--but some of the questions may not apply to this particular course. Please read the instructions for that section carefully and respond as you see fit.

I have chosen (name) to distribute and collect the forms. When you are finished, he/she will collect the forms, put them in this specially marked envelope, seal the envelope, and return it to the main department office.

If there are no questions, I will leave the room for 20 minutes, or until all the questionnaires have been finished and collected. Thank you for your participation.

- STEP 5:** **Leave the room for 20 minutes** or until the students notify you that they are finished.

Please emphasize to your students when filling out the evaluation, they need to make sure the class number has **FIVE DIGITS**. If the class number for your class is only 4 digits long, they need to start it with **ZERO**.

For instance, Class number **3514** would be entered as **03514** in the **Class Number Box** in the upper right hand corner of the evaluation form (see example below.)

All evaluations for the same class must have the **same number in the class number box** or Institutional Research can't process them.

Thank you

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Directions For Monitor Collecting USAT Forms

Thank you for agreeing to help with the administration of the UND Student Assessment of Teaching (USAT). Please read these instructions and follow them carefully to ensure that the rating form is properly administered.

1. In the space below, **make note of the date and the time** when the instructor leaves the room.

Date/Time Started: _____

2. Allow 20 minutes for students to fill out the form.

3. After 20 minutes, or earlier if everyone in the class is finished, ask the students to turn in their forms.

4. **Sign the Monitor statement** below and **make note of the time**.

These rating forms have been distributed and collected in accordance with announced UND procedures. The instructor read or displayed the purpose of the rating form and left the room while it was being filled out. I will seal the envelope in the presence of other students and deliver it to the department office as soon as class is over.

Monitor: _____

Class Number: _____

Time Finished: _____

5. While at the front of the room, **place the completed forms and any unused forms, in the envelope, and seal it. Sign the sealed envelope.** (This Monitor form does not get enclosed in the envelope – see #6).

6. When class is over, **take the sealed envelope and this monitor form to the department office** at the location listed on the envelope.