



Course Evaluation Forms (CEFs) represent a major source of student input into the system by which faculty members' teaching skills are developed and evaluated. They are also designed to give faculty members feedback on the basis of which they can improve their courses.

Policy:

Course Evaluation Forms (CEFs) are to be administered in each course with an enrollment of three or more students taught at the College of the Holy Cross. Forms are completed online and are stored electronically on the CEF provider's platform.

Faculty members are given access to several CEF summary reports and individual CEF response reports after the final grade submission deadline each semester. The department chair is given access to the CEF re

In all cases authorized viewers will access the CEF reports only as needed and will make every effort to protect the security and confidentiality of the CEF reports. Any form of reproduction (e.g. printing, downloading or screenshots) by viewers other than the individual faculty member who taught the course is prohibited. Policy violations will be addressed by the Office of the Provost, in the case of faculty members, or by the Office of the Vice President for Student Affairs, in the case of students.

2.1 Individual Faculty

Individual faculty members will be given access to their own CEF reports (all summary reports and individual CEF re

program. Such a request would be granted only with the approval of the faculty member who taught the course. This access would be granted for a limited period of time.

2.4 Dean of the Faculty

The Deans of the Faculty will be given access to the CEF reports for courses taught by Department Chairs annually to assess them for the purposes of the annual review.

The Deans of the Faculty will also be given access to the CEF reports for visiting faculty who have been identified for reappointment.

The Deans of the Faculty can review the CEF reports of any faculty member at the request of the Department Chair.

2.5 Access for the Purposes of Probationary, Tenure and Promotion Review

- a. At the time of a probationary review of a pre-tenure faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of the CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Probationary Review. These materials will be made available to the tenured faculty participating in the review.
- b. At the time of a tenure review of a pre-tenure faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of all CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Tenure Review. These materials will be made available to the tenured faculty participating in the review and to the members of the Committee on Tenure and Promotion.
- c. At the time of a promotion review of a tenured faculty member, the Provost's Office will provide online access to the report of individual CEFs and the summary report (with comments) of all CEFs for all courses taught by the candidate in the semesters included in the review as detailed in the Procedures for a Promotion Review. These materials will be made available to the tenured faculty participating in the review and to the members of the Committee on Tenure and Promotion.
- d. **SAC access:** The members of the SAC participating in the review will be given access only to the report of individual CEFs. Departments will be responsible for establishing a secure location for SAC access to the CEFs. SAC members will be permitted to use only a computer designated by the department to access the CEFs in a secure location.

3.1. Retention

- a. All CEF reports will be retained in the system for six academic years to ensure that six semesters of teaching remain accessible for review. After six academic years the CEF reports will be deleted from the system.
- b. Faculty members can download their individual CEF reports and retain them indefinitely.
- c. In the case of a negative tenure decision, the Provost's Office will ensure that copies of the CEF reports used for the review are retained in College Archives as required by General Counsel.