

Best Practices for Increasing Response Rates on Faculty and Course Evaluations

What are the main reasons students don't complete evaluations?

- ▶ Students are asked to voluntarily complete close to a hundred evaluations in some semesters. Seniors in semester 11 complete even more as part of graduation check-out!
- ▶ Students don't believe these evaluations are actually anonymous.
- ▶ Students don't see meaningful outcomes of completing evaluations.

Faculty Engagement: So, what can I do to increase response rates?

Course Directors: At your first class session inform students that completing faculty and course evaluations is part of their professional responsibility and how you have used this information to improve student learning. It is also helpful to provide "examples" what is meaningful feedback and what is not.

- For courses that have multiple instructors which teach for brief periods of time (i.e. Physiology, Biochemical, Molecular and Cellular Biology, Infectious Diseases) consider opening the evaluations early so students can evaluate faculty close to the time they teach. Also have each new instructor remind students to complete the faculty evaluation as soon as they are done contributing to the course.
- It is the Course Director's responsibility to confirm that the Instructor Workload Report (issued by the Office of Education) is correct when the course begins. (Please Note: Once a faculty evaluation is activated the faculty list cannot be changed.)
- Inform the Office of Education the date you want to open evaluations for student's submissions and report this timeframe to the students.
- Early the following semester send a communication to this class thanking the respondents and sharing was meaningful to you and how you will use the feedback in the next course offering.

UF Faculty Evaluations response rates: <https://evaluations.ufl.edu/evals>

(All Faculty)

UFCD Course Evaluation response rates: <https://apps.dental.ufl.edu/intranet/Evalsuite/>

(Course Directors/Department Chairs Only)

Conduct in-class Evaluations:

If an instructor provides class time for students to complete the evaluation using laptops, smartphones or other electronic devices the evaluation is to be administered in a class session beginning the day after the official UF deadline to drop a course without receiving a failing grade and before the last day of classes or prior to the final exam (whichever is earlier.) The evaluation is to be conducted during a class session in which no examination is scheduled and during which the students are given no fewer than 15 minutes for completion of the online form. The instructor is not to be present while the evaluation is being completed.

Delay release of internal grades contingent on submission of evaluations:

Instructors may withhold the release of grades for a period (delay period) as long as the response rate is below some specified percentage. Within the delay period, grades will be released to all students in the course as soon as the response rate reaches the specified minimum. (The recommended minimum for 2011-12 is 50%.) Neither the instructor nor the college will know which students completed the survey. The delay period cannot exceed 10 days from end of the class (module, block) or the submission of the last assignment, test, or exercise, whichever is latest.

What you may NOT do to increase response rates: ☹

In accordance with the UF Faculty Evaluation policy, instructors may not provide incentives for students relating to the completion of Faculty Evaluations that affect the course grade. This link provides more information on the UF Policies and Practices for Student Online Evaluation of Instructors:

<https://apps.dce.ufl.edu/evalsinfo/Policies.ashx>

How does the Office of Education communicate student responsibility and that evaluations are active to the students?

Each ECO syllabi contain this language in the Administrative Practices tab:

Section L. Student Evaluation of Instruction

The faculty members of the College of Dentistry seek to continually improve the quality of its instructional program. The College evaluates instruction through faculty evaluations, course evaluations and student debriefings. Students are expected to evaluate courses and faculty each semester. Completion of these evaluations are voluntary, however as part of your professional commitment to the program we strongly and encourage you to participate. Electronic course and faculty evaluation forms are updated each semester and posted on the College's website. All responses are confidential and the administration maintains state of the art electronic security measures to ensure this. Your thoughtful responses and comments serve as a basis for future planning.

The Office of Education places the following communication each semester in the DEN 9991, Dental Forum for each class:

Course and Faculty Evaluations:

Please complete faculty and course evaluations. Use your gatorlink log in. Evaluations will close **May 14** unless noted below. *Your feedback is meaningful. Faculty evaluations are used by the college to make promotion and tenure decisions. Course evaluation information is reviewed by the Office of Education and the Curriculum Committee in planning the next course offering.*

Click the link below to access **faculty** evaluations:

Faculty Evaluations

Click the link below to access **course** evaluations:

[5010](#)

[5120C](#)

[5126C](#)

[5127](#)

[5221C](#)

[5320C](#)

[5405C](#)