

ARTICLE _____

STUDENT EVALUATIONS

A. The School and the Union agree that student evaluation of faculty is an important facet of the academic process and student-faculty communication. It is also an opportunity for faculty to consider the quality of education from students' points-of-view. In keeping with this spirit, student evaluations shall primarily be a tool for faculty to self-evaluate their teaching performance.

Faculty members may seek feedback from students on an ongoing basis, both verbal and written, during the semester at their own discretion. If a student provides evaluative information to the School outside of the regular, end-of-semester written Student Evaluation process, the School shall convey this information to the faculty member and encourage the student and/or parent and teacher to work together to address the concerns.

B. The School will follow the procedure below for collection and examination of student evaluations:

1. Conservatory and Continuing Studies course evaluation forms will be distributed to faculty members one month before the end of each semester.

Faculty members shall inform the Dean of any courses ending before the last regular week of classes. Summer course evaluations will be distributed within the first two weeks of the summer term. Each teacher will distribute the forms to students during an appropriate class time and leave the room to allow students full privacy. A student selected by the instructor will collect the forms, seal them in an envelope, and return them directly to the Dean of Conservatory or Director of Community Programs as appropriate. Instructions will be provided to the students noting the proper collection procedure, as well as the faculty member's right of access to the evaluation forms.

2. Conservatory lesson evaluation forms will be distributed by the School to students' mailboxes one month before the end of the semester. Faculty members should inform the Dean of Conservatory of any private lessons ending before the end of the semester. Students will return completed forms to the Dean of Conservatory.

3. Evaluation forms for Continuing Studies lessons and Preparatory classes, ensembles, and lessons will be mailed by the School to students' home addresses within the week preceding the last day for lessons scheduled on the Longy calendar for the Spring semester. Preparatory student evaluations of summer classes will be mailed by the School to students' home addresses at the end of the summer term. All returned forms will be collected by the Director of Community Programs and will be filed with other student evaluations in the Academic Affairs Office. Students will receive a separate form for each activity in which they are enrolled.

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4. Faculty members shall have access to all course and lesson evaluation forms pertaining to themselves for examining and photocopying on the School premises, after the teacher submits the final grade or evaluation. All student evaluations will be kept for 5 years, after which they will be destroyed. Under no circumstances will any students be allowed access to these documents.

5. Student evaluations may be reviewed by the faculty member's Department Chair, the Dean of the Conservatory, the Director of Community Programs, and/or the President ("Reviewers"). Student evaluations may not be used as the basis for any negative formal evaluation of a faculty member. If a Reviewer feels there is some significant negative information in the Student Evaluations, and the criteria set forth in paragraph 6 below are met, then the Reviewer will notify the faculty member that they will undergo the Teaching Observation and Evaluation process as described in Article ____ .

6. Only written student evaluations may trigger formal Teaching Observation and Evaluation and only when these written forms constitute 50% or more of the class and they contain average scores of less than 3.0 out of 5.0.

Reviewers shall also take into account the following criteria before triggering the formal Teacher Evaluation and Observation process.

a. General evaluative trends, both positive and negative.

b. The number of students enrolled in the course compared to the number of returned evaluation forms, keeping in mind that a limited number of returned evaluations may represent a proportionally skewed outlook, particularly when evaluations are of a negative nature.

c. Some courses and teaching methods may be difficult or unpopular to the student body, but considered necessary and appropriate by the administration and faculty. This may result in generally lower student evaluation scores.

7. Under no circumstances will anonymous student evaluations be included in a faculty member's Personnel File (Article _____).