# Purdue University Northwest

## Tenure and Promotion Guidelines

### APPENDIX B: Summary Student Evaluation Template

Summary data on student evaluations must be presented using the format below. Copies of the candidate’s student evaluations reports, including written comments, should be included in the evidentiary materials. Candidates should notinclude selected quotations from student evaluations. All evaluations and comments since the most recent personnel action (hire, promotion, or tenure) should be included in the evidentiary materials. If the most recent personnel action is 10 or more years ago, only the most recent 10 years need be included in the summary data table and in the evidentiary materials.

Candidates should use the table(s) appropriate for the campus location of the course at the time their classes were taught. In some cases, multiple tables will be presented. Raw score means (to one decimal point) should be reported in all cases. The data should be presented in reverse chronological order – that is, the most recent semester should be reported first. The list of questions should also be included.

Listed below are the core questions used for each campus. Different systems were used to collect student evaluation data (e.g. IDEA, Campus Labs, Blackboard, Digital Measures, and potentially paper and pencil collection).

### For all PNW courses (Summer 2017 and forward)

1. The course was well organized to promote my learning.
2. I knew what was expected of me in this course.
3. The instructor promoted a supportive learning environment.
4. The instructor provided useful feedback that helped me learn.
5. The teaching methods used by the instructor helped me learn.

|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **# of Students responding** |
| --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
|  |  |  |  |  |  |  |
| **Semester, Year** |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |

### For Hammond campus courses (prior to Summer 2017)

1. My instructor creates an atmosphere highly conducive to learning.
2. My instructor’s explanations are especially clear.
3. Assignments are relevant, interesting, and well integrated.
4. My instructor stimulated my thinking.
5. My instructor seems well prepared for class.
6. My instructor stimulated interest in the course.
7. Overall, I feel I have learned a great deal from this course.
8. I would enjoy taking another course from this instructor.

|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** | **# of Students responding** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
|  |  |  |  |  |  |  |  |  |  |
| **Semester, Year** |  |  |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |

### For Westville campus courses (Prior to Summer 2017)

1. I understand the course requirements, grading scale, and deadlines.
2. The course content is well-organized.
3. My instructor displays a clear understanding of course topics.
4. My instructor readily maintains rapport with this class.
5. I received a fair evaluation of my performance in this class.
6. This course has effectively challenged me to think.

|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **# of Students responding** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
|  |  |  |  |  |  |  |  |
| **Semester, Year** |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |