**Resolution on Changing and Deleting Instructors in Course Evaluation (Course Eval)**

**13 April 2015**

***WHEREAS***, due to various circumstances, the instructor who begins a course does not always complete the course, and

***WHEREAS***, the Office of Institutional Planning and Effectiveness (OIPE) communicates with Department Chairpersons and individual faculty members to verify and correct instructors of record in advance of each Course Eval survey administration, and

***WHEREAS***, the University needs a coherent policy to determine when and how to handle these changes, and

***WHEREAS***, the Faculty Senate has shared responsibility over the administration of Course Eval

***THEREFORE BE IT RESOLVED*** that the following policy shall apply:

* To change the instructor of record
  + Before Course Evaluation is open to students
    - Department Head can decide to change instructor and communicate that decision to the Office of Institutional Planning and Effectiveness (OIPE)
  + After Course Evaluation is open to students
    - If there are no responses, instructor can be changed
    - If there are responses, the Department Head can recommend to maintain responses and the vendor can remove the faculty members’ name (please see process below).
* To remove a faculty member as the instructor of record:
  + Department Head and Dean must approve the removal of the instructor and communicate that decision to the Office of Institutional Planning and Effectiveness (OIPE)
    - The OIPE will contact the vendor and remove the faculty member’s name while maintaining the student course evaluation responses