ACADEMIC AFFAIRS GUIDELINES

Section 2.7	Academic Administrators and Faculty	
Title:	End-of-Course Student Opinion Survey Administration Guidelines	
Number (Current Format)	**Number (Prior Format)**	**Date Last Revised**
2.7.1.C.	XV.A, 6.3	07/2026
Reference:	BOR Agenda 10/2011 BOR Policy 4.4.4 – Faculty Evaluation	
Related Form(s):		

1. Purpose

1.1. SDBOR Policy 4.4.4 Section 3 requires that faculty members with teaching responsibilities be evaluated using end-of-course student opinion surveys as part of the annual evaluation process**.** The major purposes of the annual evaluation are to determine the level of performance relative to established standards, to assess progress toward promotion and/or tenure, and to inform annual salary decisions.

1.2. End-of-course student opinion surveys are also utilized as part of the required documentation for the Post-Tenure Review process as described in Policy 4.4.11 Section E 1).

1.3. It is expected that the end-of-course surveys will provide, but are not limited to, the following:

1.3.1. A summary of student perception of faculty effectiveness and achievement of faculty identified course objectives

1.3.2. Standardized, reliable, and valid results and ratings that can be used to benchmark instruction to peers and identify trends to analyze strengths and opportunities for improvement.

2. Administration

2.1. The institution will administer the end-of-course student opinion survey to every instructor of record every semester in every section of every course. Summer term administration will be at the discretion of the Vice President for Academic Affairs at each institution.

2.1.1. Additional Administration

2.1.1.1. Department chairs/heads, deans, or the campus Vice President for Academic Affairs may require the survey of any course that falls outside of the requirements.

2.1.1.2. The faculty member of record may request the administration of the student opinion survey in any course that may fall outside of the minimum requirements.

2.2. Course Exemptions: The Vice President for Academic Affairs on each campus may approve course exemptions from the evaluation process (thesis, dissertation, independent study, clinical sections, special topics, capstone, practicum, student teaching, etc.).

2.3. Enrollment Exemptions: Sections with fewer than 10 students enrolled at the time the survey is to be administered may be exempt from data collection unless specifically requested by the faculty member.

2.4. Institutions must provide students an opportunity to provide written comments in a confidential manner.

2.4.1. The mechanism and format for providing this opportunity to students shall be approved by the Vice President for Academic Affairs on each campus.

2.4.2. Data obtained through this mechanism shall be provided to the supervising administrator and instructor of record.

3. Survey Administration Personnel

3.1. Board of Regents: The System Vice President for Academic Affairs (or designee) will serve as the SDBOR contact person for the system selected end-of-course survey instrument.

3.2. Regental Institutions:

3.2.1. Each university will identify an individual with overall management responsibilities related to the system survey instrument. This person will serve as the primary contact person at the university.

3.2.2. Each university will identify a survey coordinator who is responsible for administering the system survey instrument at the university; this individual may be the same person identified in 3.2.1.

3.2.3. Each university will identify a technical coordinator who is responsible for ensuring the exchange of data between the university and the vendor for the survey online platform; this individual may be the same person identified in 3.2.1 or 3.2.2.

4. Survey Administration Procedures

4.1. Administration Procedures

4.1.1. Universities will develop appropriate local procedures for the overall administration of system end-of-course student opinion surveys, including the selection of course sections for evaluation, the transmission of data, and protocols for survey administration.

4.1.2. The procedures developed in 4.1.1 will comply with the following general parameters:

4.1.2.1. Local administration procedures for system end-of-course student opinion surveys will comply with survey instrument rules and other relevant university policies.

4.1.2.2. System end-of-course surveys will be administered during the last three weeks prior to the week designated for finals, or shall conclude prior to administration of the final exam for courses operating on an alternative calendar structure.

4.1.2.3. An open-ended Comments section will be provided in all surveys.

4.1.2.4. For course sections where class time is allotted for survey completion, the faculty member shall not be present in the classroom when student surveys are in progress. Faculty shall provide students sufficient time to complete surveys thoughtfully.

4.2. University Affiliation

4.2.1. If a course is part of an administration, the originating Regental institution (whose faculty member is providing the instruction) is responsible for surveying all enrolled students, regardless of students' locations.

4.2.2. Faculty members teaching at more than one university shall provide guidance to the primary survey administrator at each institution regarding sending the report to individuals other than their direct supervisor.

4.3. Reliability Measures

4.3.1. Each university will determine the minimum number of completed surveys needed to ensure credible data. To establish minimal reliability, institutions should adhere to reliability guidelines set for the system survey instrument.

4.3.2. Cross-listed sections may be combined where appropriate to maximize enrollment and ensure reliable reporting.

SOURCE:

AAC August 2016; AAC November 2017; May 2018 (Clerical); October 2018 (Clerical); AAC July 2026.