

Requirements for Evaluation of Instruction

The University of Florida requires that all courses taught by a faculty member during the academic year, including those taught by adjuncts and graduate assistants, be evaluated by students using the SUS Student Assessment of Instruction (SUSSAI). This includes graduate courses. If a faculty member teaches only in the summer these rules apply to that teaching.

The following courses may be excluded:

1. those that are independent study, internships, practica, thesis and dissertation supervision.
2. those where the number of enrolled is less than or equal to 10.
3. those with multi-instructor courses where the instructor has met with the class fewer than 10 times.

If a course is taught by more than one instructor and involves more than 10 meetings, each instructor must be evaluated separately.

The following rules apply to administration of the SUSSAI:

1. the evaluation is to be administered during the final three weeks of scheduled instruction
2. the evaluation is to be administered at the beginning of a class session in which no examination is scheduled and during which the students are given sufficient time (“no fewer than 15 minutes”) for explanation and completion of the form
3. the instructor is not to be present while the evaluation is being administered

Questions 1-7 and 10 will be summarized and copies of the summary placed in the University Library and the World Wide Web for public review. The results of the entire evaluation will be reported to the dean, the department chairs, and the faculty member. The evaluations will be returned to the faculty member.

Thank you for your help in complying with these requirements. If you have any questions, please contact your college office.