

Operating Policies & Practices

Office of Measurement and Evaluation of Teaching

Student Opinion of Teaching Survey

The services of the Office of Measurement and Evaluation of Teaching (OMET) are provided by the Office of the Provost to help Schools and departments with the mission of conducting student opinion of teaching surveys. If a School or department chooses to use the services of OMET to fulfill the evaluation of teaching mission then they must abide by the policies and procedures of the office. OMET's policies and procedures are in place for purposes of maintaining confidentiality and effective systematic practices.

1. Requesting a student survey of instruction:
 1. Surveys for all classes will be automatically activated. Decisions about whether a course can be opted-out of the survey process are made at the administrative level in some Schools. In others, instructors will be granted access to opt-out of the survey process.
 2. Requests for surveys will not be honored after the term is finished.
2. Survey Content:
 1. Standard survey forms are used for each School or department. The current forms have been approved by the School or department and cannot be altered without the permission of the School or department and its administration. (Process varies based on governance policies of each School.)
3. Instructors may select questions from a question library and/or add custom questions.
4. Survey Administration:
 1. All surveys are administered online. Students receive emails to their Pitt email address with a link to the survey. Survey links are also accessible through My Pitt and CourseWeb.
 2. Surveys take place during the last three weeks of classes during fall and spring terms. Summer surveys are administered based on summer term/session schedules.** Schools are able to set their own survey period dates.
 3. Automated emails are sent to faculty and students throughout the term with information about the survey process.
 4. Instructors are encouraged to discuss with students the survey process, the importance of student participation and how the responses are used.
 5. Instructors may allow class time for students to complete the survey on a mobile device.
 6. Instructors may not try to influence the content of students' responses.
 7. Only results from OMET administered surveys will be reported to instructors and administrators by the OMET office.
 8. Confidentiality:
 1. Student survey responses are confidential.
 2. To protect student confidentiality, OMET does not release information on who did or did not complete the survey.
 3. Results:
 1. The complete results (numerical and comments) of the survey are available to the individual instructor, after final grades are turned in to the Registrar.
 2. Results of surveys with fewer than five responses are not automatically released. Instructors may contact OMET for further information.
 3. OMET may release results to another individual (usually a School or department administrator) if an established policy by faculty and/or

administration has been agreed upon and reported in writing to OMET. The release to the instructor always occurs before the release to the School/department administrator.

4. Survey results data may not be altered in any way. Student responses cannot be eliminated or modified.
5. Data Retention
 1. Electronic copies of results and summaries will be retained for 10 years.

*Instructor is used to denote anyone teaching at the University of Pittsburgh, i.e. Professors, Associate Professors, Assistant Professors, part-time instructors, lecturers, teaching assistants, etc.

**Some features and practices apply only to regular term classes.