



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
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ACDEANINST 1531.12E  
2/ADAA  
17 Apr 08

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.12E

From: Academic Dean and Provost

Subj: MIDSHPMAN EVALUATION OF CLASSES AND INSTRUCTORS

Encl: (1) Informed Consent Form

1. Purpose. To establish a process by which midshipmen may voluntarily and with strict confidentiality, evaluate the quality of the instruction they receive and the content of the courses they take at the Naval Academy in each academic term. The information obtained from the opinion of midshipmen will be used to ascertain the effectiveness of teaching and learning and may be used in fitness reports and in decisions concerning pay, promotion and tenure of faculty members.

2. Cancellation. ACDEANINST 1531.12D. No special markings appear because this instruction is a complete revision. The instruction should be read in its entirety.

3. Discussion. Since the education of midshipmen is the ultimate purpose of the academic program, their reactions to its effectiveness are particularly important. Midshipmen will be requested to comment objectively on contributions to their education by the course, the section, the instructor, and themselves. These comments will assist the instructor in assessing his or her performance and they will help the administration in evaluating the academic program as well as the performance of individual faculty members.

4. Action

a. Course and Instructor Evaluation Forms. Department chairs are responsible for devising forms that allow midshipmen to express their opinions and suggestions regarding their courses and instructors. Departments are free to construct forms best suited to their needs so long as they are designed to improve teaching and learning. Instructors must make clear to their students that their participation is entirely voluntary but that their views are considered highly valuable to the process of improving teaching and learning at the Naval Academy and that the information provided will be held in the strictest confidence and not used as the basis for any research about the students. Instructors must distribute, read aloud or in another way make the contents of enclosure (1) of this instruction available to their students. Since participation by the students is entirely voluntary, instructors may not pressure students to participate but may tell students of their value to the educational process at the Naval Academy. In those cases where students complete the opinion form in class, instructors should absent themselves during the time when the students complete the form; however, a third party may be used to monitor the process. Moreover, nothing on the form shall require that students provide any identification of themselves. Approved forms in compliance with ACDEANINST 1531.12D may continue to be used until exhausted, but students must be directed to ignore those parts of the form that require self-identification. It is permissible to solicit a student's expectation of a course grade

whenever doing so will not identify the student. Instructors must explicitly state that students who participate are doing so with their informed consent. Students should be directed to this instruction on the Dean's web site for their information.

Student opinion forms should not be exclusively multiple-choice but should afford students the opportunity to write thoughtfully about the impact of the course, the section, the instructor and their own efforts in the achievement of intended learning outcomes. Electronic submission of student opinion forms is acceptable. Plans for utilizing electronic means for collecting student evaluations must be submitted to the Vice Academic Dean via the appropriate Division Director for approval in the academic term prior to that in which the form is to be used. Any significant changes to a department's form also must ~~be~~ be submitted via the appropriate Division Director to the Vice Academic Dean for approval prior to the academic term they are first used.

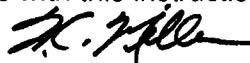
(1) When paper forms are used, instructors will distribute these forms to all of their students and assure their collection not later than the last day of class for the academic term. The section leader will collect the forms from each of the students who wish to submit them, placing them in an envelope, and will note on the outside the number of students in the section and the number of forms collected. The section leader will place the forms in the envelope, seal it, and return the envelope directly to the department chair or other designee, but not the instructor.

(2) The department chair will insure that the collected evaluations are kept in a locked cabinet or office. The department chair will review the forms and maintain them on file. The instructor will be given the opportunity to review the student evaluation forms from his/her sections after all end-of-course grades have been submitted. These forms will be maintained for four years, or until the faculty member detaches from the Naval Academy, whichever is sooner, at which time they will be destroyed. Whenever electronic means are used to solicit student opinions of courses and instructors, similar rules shall apply.

(3) Whenever a faculty member's teaching effectiveness is being judged for officer fitness, promotion, tenure or awards, these evaluations will be given due consideration along with other evidence of effectiveness in promoting student learning. All student evaluation forms for an instructor will be sent forward together with a summary provided by the faculty member's chair and comments by the faculty member, if so desired.

(4) Information about an instructor collected on student evaluation forms will be treated with administrative privacy.

b. Division directors will ensure that student evaluation forms are prepared and utilized by each department in their division in accordance with this instruction.



W. C. MILLER

Distribution:  
All Non-Mids (electronically)

## **INFORMED CONSENT FORM STUDENT OPINION FORMS**

The USNA Midshipman Evaluation of Courses and Instructors, also known as Student Opinion Forms (SOFs), or Course, Teaching, or Student Evaluations (Evals), are intended to provide information about the educational experiences offered to midshipmen in each course. Midshipmen provide comments on courses and instructors in the following areas: student learning, course material, and instructor performance. Individual instructors can use this information to improve their teaching methods and choice of course materials. Additionally, department chairs may use SOFs as one of several instruments to monitor faculty teaching. Finally, the Promotion and Tenure Committee and various awards committees use SOFs to evaluate instructor performance. SOFs are confidential and no information associated with any individual will ever be reported out of the Naval Academy or released publicly. Furthermore, the SOFs will be available for review by the course instructor only after grades have been posted and the grade submission period has ended.

Permission for the use of the Student Opinion Forms (SOFs) for program assessment purposes is voluntary and you may submit a blank or no form without any consequence. The expected benefit of participation to you and to the United States Naval Academy is a better academic program.

If you feel that you have not been treated according to the descriptions above, or your rights as a participant in this research have not been respected, you may contact the USNA Human Research Protection Program (HRPP) Office at 3-2533 or [hrppoffice@usna.edu](mailto:hrppoffice@usna.edu). If you have any other questions about the process, please contact Dr. Michael C. Halbig, Vice Academic Dean, 3-1586, or by email at [halbig@usna.edu](mailto:halbig@usna.edu). The administration of SOFs is governed by Academic Dean and Provost Instruction 1531.12, the latest version of which is posted on the web pages of the Dean ([www.usna.edu/acadean/adpinst.html](http://www.usna.edu/acadean/adpinst.html)).

Enclosure (1)