Compiler Policies and Procedures

This document describes faculty-organization approved policy for the compilation of course evaluations. It is subject to amendment under the same procedures as the Faculty Bylaws.

 The Compiler shall be a faculty member who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to the anonymity standards described below. Any faculty member is allowed to make such a request for any valid work-related purpose, but the primary purpose will be for third-year review, tenure, promotion, and post-tenure review purposes as described in the Regional Campuses Faculty Manual.

For faculty going through these processes, the compiler will create a report for the faculty member which includes:

1.   An average of the course evaluations of the faculty member,

2.   The campus-wide average for the same time-frame,

3.   The average of the candidate's discipline on the campus, and

4.   The average of courses in the candidate's discipline across the regional campuses for the same time-frame.

(Suitable alternatives will be chosen by the compiler when any of these four reports do not conform to the below anonymity standards, or are otherwise unavailable or unsuitable. For those candidates who teach across multiple disciplines, the candidate will determine what notion of discipline is appropriate above.) Additionally, the compiler will provide any other information requested by the faculty member, provided this data conforms to the below anonymity standards and is requested with 15 days notice. The compiler will provide these to the faculty member on June 1, and if appropriate, will also provide these directly to the campus administration and to the faculty member's chosen summarizer. In the event that a particular candidate creates a conflict of interest, the Faculty Chairperson will appoint a faculty member to perform these duties instead.

The compiler will at all times comply with the following anonymity standards: Any report in which fewer than four instructors' evaluations have been averaged will not be distributed without the permission of each of these instructors, or permission of the Academic Dean in the event that the instructor is no longer an employee of USC. These permissions shall be collected by the person requesting the report.