**Student Evaluation of Teaching Policies**

The following policies apply throughout the University (including its branch campuses) for all tenure-stream faculty and instructors.

**Procedures of the Office**

1. Surveys are administered only when requested by the faculty member or instructor teaching the course. No one can request on behalf of an instructor. Each instructor must make his/her own request.
2. Surveys are only scheduled for classes with five or more students.
3. **Standard procedures are used for survey administration.** The survey takes place toward the end of the term during the survey period specified by OMET.
4. **Standard procedures are used for survey administration.** The forms used have been approved by the school or department and cannot be altered. Instructors who request before the specified deadline (see omet.pitt.edu for current deadlines) will have the opportunity to add questions to their survey.
5. The full results of the survey are reported by OMET to the individual faculty member, after final grades are turned in to the Registrar. Additional release of the results normally must be authorized in writing by the faculty member. The sole exception to this is when a policy of releasing the results to another person has been established by the faculty and administration of a particular unit of the University and reported in writing to OMET.
6. No results data or information regarding student responses will be released to the instructor until the term is over and final grades have been posted.

**OMET Provisions for Confidentiality:**

1) All surveys administered by OMET are done only for the faculty member and will be reported directly to him or her.
2) Normally, the Office will report the results to additional parties only after obtaining written authorization from the faculty member. The results can be supplied to an administrator, however, if a policy authorizing this is established by the faculty and administration of a particular school, and the policy is reported in writing to OMET.
3) The faculty member may report quantitative results to others, as is suggested or required by the particular unit of the University in which he or she teaches.