

# **Sampling Procedures for Faculty Reviews**

## **Which students are eligible for selection?**

To be eligible for the population of students from which a sample will be drawn, whose evaluations are then requested as part of a faculty member's review, a student must:

- be a Carleton graduate or a currently-enrolled degree-seeking Carleton undergraduate,
- have taken at least one course taught by the faculty member who is being evaluated, and
- have received a "valid grade" in the course as recorded on the student's transcript as of the date the sample is drawn. Grades that are not valid include DRP (drop), CI (continuing integrative exercise), L (non-credit labs), and N (PE activity course not completed).

To be eligible, graduates must have formally completed all requirements for graduation and received a Carleton degree. Eligible undergraduates must be enrolled full-time, attending an approved off-campus study program, fulfilling a required leave, or on a waiver of senior residency (an early graduate). To be eligible to be polled, students must meet all of the criteria as of the point in time in which the sample is drawn. Students who have withdrawn, are currently taking a personal leave, or who have completed 12 terms but left without graduating are not eligible for sampling.

## **How is the sample obtained?**

[Nota bene: Our current data retention options include only two designations of biological sex: male and female. Once we have completed the transition to Workday, we will have more options for such designations to be preserved in student records.]

The sample is drawn from the approved list of students taught by the faculty member. In order to ensure a sufficient number of student responses, the target sample size is 150 students. If there are 150 or fewer unique students on the approved list, all those students will be sampled. If there are more than 150 unique students, then the pool of eligible students will first be stratified by sex. To do this, the percentage of all eligible students who are male and the percentage who are female will be computed. The target number of students of each sex to be sampled is determined by multiplying the percent of all students who are eligible of that sex by 150. E.g., if 54% of all eligible students are female, then the percent of students in the sample of 150 who are female should also be 54%, or 81 students. Within each sex, students will be randomly sampled until the target number for that sex is reached, but the sampling will be weighted by the number of courses that a student has taken with the professor. A student who took three courses will be three times as likely to be sampled as a student who took only one course. This results in a sample that is perfectly representative of the sex distribution of unique students taught by the faculty member and that represents students in proportion to the number of courses taken.

## **How do we begin?**

The Office of Institutional Research and Assessment will send you a list of all courses you have taught during the years appropriate for the review. The list will reflect each of the courses you have taught during this period according to the College's computerized transcript system. We then ask that each faculty member verify this list of courses against their own list of courses as being both complete and accurate. Occasionally, the official records are incomplete or inaccurate for courses taught cooperatively by two or more faculty, due to switching of course sections without having notified the Registrar of such change(s), the listing of instructors as "Staff," assumption or dropping of

responsibility for a course due to illness or other emergency, or for independent studies when they are handled administratively by a department chair. Confirmation, or emendation, of this list is all that is required to get the selection process underway. This should be done promptly so that the sampling and other work can continue and the necessary deadlines can be met.

### **The list of names submitted by the candidates**

Once the set of courses taught is confirmed, review candidates will then be sent their class rosters to aid in composing their personal list of students. (Here too, these class rosters will be based on data contained in the College's computerized student records system.) The candidate's personal list of students is to contain 30 names of undergraduates and graduates who meet the same eligibility criteria as those sampled. Evaluation forms will be sent to these students, provided that they are among the candidate's population of students eligible for sampling. Overlap between the personal list and the one selected randomly will almost always exist, but the only effect of this outcome is to create a joint category of evaluation responses. Occasionally, students not registered in any of the courses may be on the personal list with the approval of the Provost.

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## Frequently Asked Questions

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### **Q. Which terms are included in the reviews? When are the students polled?**

**A.** For the third-year review, students are drawn from all courses taught by the faculty member since their arrival at Carleton. Students taught through spring term of the review year are included; the evaluations will be sent out during the following winter break. (The intervening fall term will be included at the time of tenure review.)

To be eligible for sampling at the time of tenure review, students must have taken a course from the faculty member since the third-year review, beginning with courses taught during the fall term of the third-year review. This tenure review sampling also includes students taught through spring term of the tenure review year; the evaluations are sent out during the summer break.

Students are polled during the summer for PEAR reviews. Schedules for special reviews are determined individually.

For samples drawn during the summer, seniors receiving their degrees in June are included in the graduate population, and undergraduates are included or excluded based on their enrollment status at the end of spring term.

It is conceivable that the same student could be drawn for more than one review for a given faculty member provided that the student took at least one course in each of the time periods.

### **In summary,**

**Number of classes taken:** a student's likelihood of being included in the sample is directly proportional to the number of classes they have taken with you. A student who has taken two classes is

twice as likely to be included, a student who has taken three classes is three times as likely to be included, etc.

**To be certain that a student will be surveyed:** include the student in your personal list. If that student meets the status criteria, and can be reached via e-mail or paper mail, the student will receive an evaluation.

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