

## Strategies for Increasing Response Rates of Course Evaluations

Discuss with students that course evaluations are used constructively to aid faculty in improving course offerings for the benefit of future students.

Important to mention how improvements to a course were made in response to course evaluation responses.

Acknowledge within course syllabi that the course evaluation reports are an important piece of information used to assist faculty in their teaching, as well as an essential component of tenure and promotion reviews.

Provide opportunities to help students learn how to give constructive criticism and offer occasions for students to see that their comments are heard and recognized.

Explicitly inform students that all responses and commentary are anonymous and that reports are not made available until after the posting of final grades.

Encourage student participation in designing optional questions to provide a sense of 'buy-in' from students to the importance of course evaluations.

If using paper course evaluations, inform students when you plan to distribute the course evaluations in class; if using online course evaluations, inform students where they will be able to find their online course evaluations (University Email or D2L).

Remind students about the deadline to participate in course evaluations and about the importance of completing the course evaluations.