

Ground Rules for the Midterm Student Feedback Process (SGID)

(guidelines for those of us who do them)

*Note: The process of providing midterm student feedback to faculty is designed to help them improve their teaching, their courses, and/or a curriculum. As with any research or evaluation technique, results must be used in ways consistent with the purposes. A faculty member might want to enhance a teaching portfolio by adding a reflective statement about how he/she used the midterm feedback process to strengthen a course or his/her teaching. On the other hand, **having an SGID done is not, in and of itself, a measure of teaching quality.** Furthermore, no faculty member should be required to use this process.*

1. Referrals for the midterm student feedback process come through Jana (OID/WAC Coordinating Assistant). All faculty who want to schedule an SGID must first contact Jana. This allows her to manage the budget and to avoid overloading any single consultant. It also avoids the risks (to you and to the program) of freelancing.
2. Once you receive a referral from Jana, scheduling and planning for a particular SGID is your responsibility. You need to make arrangements with the faculty member for meetings before and after the classroom session. If you don't have time to follow through, let Jana know when she calls.
3. Jana may ask you to allow a new consultant to shadow you on a particular SGID. If you agree, it is your responsibility to contact the new consultant and make scheduling arrangements that will allow the three of you to participate in the process.
4. Reports of completed SGIDs should be sent to Jana, either by email or on paper. She uses those reports to generate yearly statistics and to handle payment for faculty who do SGIDs. She needs those reports: please take the time to send them in.
5. Everything about the midterm student feedback process is confidential. Faculty should be able to use this process without fearing that it might in any way reflect negatively on their teaching. As consultants, we don't reveal names of faculty requesting SGIDs, we don't share details about student feedback, and we don't discuss other teachers based on something we've heard during the process. All of this is privileged information, and it is important that we don't violate that privilege.

If concerns arise for you, as they may from time to time, you are welcome to discuss your concerns with Kathleen, Anne, or the group of SGID consultants –without, of course, divulging details that may violate confidentiality.