



Academic Affairs
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DATE: April 11, 2024
TO: All Faculty and Administrators
FROM: Russ Ivy, Interim Provost and Vice President for Academic Affairs
SUBJECT: Administration of Student Perception of Teaching (SPOT)

Each term, students are surveyed as to their perception of their instruction using the Student Perception of Teaching (SPOT) online form. SPOT results inform students, faculty, administrators, and the community of the students' perception of instruction. Results are used, in part, to annually evaluate faculty and review departmental performance. Aggregate reports may be useful for determining how student perceptions vary over time or across disciplines and levels. Faculty may use these reports to compare results in their classes with others of the same size, level, and discipline.

SPOT surveys are typically administered at the end of each academic period, including spring, summer and fall semesters. Additionally, there are five sub-academic periods. The table that follows details the academic periods and sub-academic periods as well as a general timeline and duration the SPOTs will be open. Exact open/close dates are posted on the academic calendar (<http://www.fau.edu/registrar/calendar>) and at fau.edu/spot.

Full-Term Semesters (16 weeks)	Administered for 21 days prior to the last day of class.
Intersession	Administered for 5 days before the last day of class
First Half Term (8 weeks) Second Half Term (8 weeks) Summer 1 (12 weeks) Summer 2 (6 weeks) Summer 3 (6 weeks)	Administered for 10 days prior to the last day of class
First 5 Week Term Second 5 Week Term Third 5 Week Term	Administered for 8 days prior to the last day of class

Students and faculty are sent at least 2 notices informing them when the SPOT survey will open and close. Courses with nonstandard start and stop dates (sub-academic periods) will have separate opening and closing dates. It is expected that faculty inform students of the open and close dates. Also, faculty are expected to inform students about the important role that SPOT has played in improving instruction and other aspects of the course and encourage them (frequently) to complete the survey.

Although students receive periodic reminders to complete their SPOTs, faculty have a critical role to play in ensuring a robust response rate. Faculty need to periodically check the response rates for their classes by going to MyFAU and clicking on the "SPOT" tab at the top of the page. Click on "Complete My SPOTs" to see the number of students who have submitted responses for each course. Also remind your students that all SPOT scores and comments remain anonymous. After all grades have been posted for the semester, the SPOT results are tabulated and provided to instructors, but no student name, ID number, or other identifying marker is ever included in the results. There are no exceptions to this policy.

SPOT results are not sent to instructors in sections with four or fewer students completing the survey. In the case of cross-listed sections, SPOT results are not sent to faculty whose combined total of respondents is 4 or fewer. It is not possible to deviate from this policy. This is done to preserve the anonymity of students completing the survey.

SPOTs are administered through the combined efforts of five offices and organizations. The **Office of Information Technology** is responsible for technology infrastructure, user interface and hardware/software maintenance, the **Registrar** oversees class data management, the **University Faculty Senate** sets SPOT open and close dates and policies, **Institutional Effectiveness and Analysis** is responsible for SPOT data analysis and reporting, and **Testing and Certification** addresses daily inquiries, emails, and maintains the SPOT website.

If you have any questions about the process or your results, please email spot@fau.edu, and every attempt will be made to address your questions.