

Standard Operating Procedure:

Access to and Release of Faculty Course Experience Survey Records

As the office responsible for administering LSU's Course Experience Survey (CES), the Office of Institutional Effectiveness (OIE) serves as the custodian of faculty course experience records. To ensure consistency, confidentiality, and appropriate stewardship of faculty information, OIE will follow the business practice outlined below.

Faculty Access

- Individual faculty members may request and receive their own course experience reports at any time.

College-Level Requests

- Requests for CES records pertaining to faculty within a college should be submitted by, or approved by, the Dean of the respective college.
- If another college administrator or staff member (e.g., an Associate Dean, HR analyst, business manager, or department administrator) requests faculty evaluation records, OIE will confirm with the Dean that the request is authorized before releasing the information.

Academic Affairs Requests

- The Provost, Senior Vice Provost, or their designee may request faculty course evaluation records as needed to support faculty affairs, personnel actions, accreditation, or other university business.

Other Requests

- Requests from individuals outside these groups will be reviewed on a case-by-case basis in consultation with the Office of Academic Affairs.

This process ensures that faculty have access to their own records, colleges retain appropriate oversight of faculty information, and OIE maintains a consistent and documented process for the release of course evaluation records