

IN-CLASS STUDENT/TEACHER EVALUATION INSTRUCTIONS

FOR STUDENT ADMINISTERING EVALUATIONS TO CLASS

- BEFORE 5:00 p.m.
Pick up evaluation packets & pencils in ISDS Department Office-Rm. PB/287
- AFTER 5:00 p.m.
Pick up evaluation packets & pencils in Finance & Business Law Office-Rm. PB/285

A) Please read aloud to the class the following information:

The results of this evaluation will be placed in the instructor's open personnel file & will be used along with other information in making personnel decisions regarding reappointment, tenure, and promotion. Other information used in these personnel decisions includes academic preparation and currency in the field, peer evaluations, evidence of scholarly/professional activities, and service to the university and community. Please be assured that the evaluation results will not be made available to the instructor until after semester grades are filed.

B) Pass out the materials in the following order:

- 1) Scantrons & pencils
- 2) Questionnaire Sheets
- 3) Written comment sheets

C) Tell students:

- 1) Use a #2 pencil (NO PENS) to mark scantron sheet
- 2) DO NOT mark on the question sheet (show sample #1 to students)
- 3) DO NOT fill out the schedule, faculty number, or special codes on scantron sheet (show sample #2 to students)
- 4) Read the question sheet and mark your answers on the scantron
- 5) Fill out the written comment sheet
- 6) Once you are finished with your evaluation, return your pencil, scantron, and comment sheet to the student proctor

D) After Evaluations Are Completed:

- DAY classes (ending before 5:00 p.m.) Immediately after class, return packets & pencils to ISDS Office – PB/287
- EVENING classes (ending after 5:00 p.m.) Immediately after administering student evaluations, return packets & pencils to the Finance & Business Law Department Office – PB/285. Staff will be in the Finance & Business Law Office – PB/285 until approximately 7:30 p.m. unless classes begin at 8:00 p.m.