

TEACHING EVALUATION INSTRUCTIONS

Spring 2015

Here are your packets for teaching evaluations. You should have an envelope for each section you teach, except for independent study/special problems or honors thesis classes. Please choose one student to collect them and return them to the Art office, Room 100 Fine Arts, in the sealed envelope. Evening class evaluations can be returned to the office the following morning. Pencils are available in the office if you need them. Please be sure they are returned for other classes to use. If you have questions, please see Andrea.

Teaching evaluations are required. They are not optional. We need your participation for the entire School of Art to be in compliance.

After the results are calculated, the printed reports from the Measurement & Evaluation Center will be distributed to you with the actual Scantron sheets so that you will receive any written student comments. We will no longer transcribe student comments as part of the evaluation process. If you have any questions regarding this please see Andrea in the art office.

Note: Teaching evaluations are based on CLASS numbers, not course numbers (there can be several sections of the same course).

Direct each student to record the 5-digit CLASS number and Course number in pencil on the form. Only forms with class and course numbers will count.

PLEASE SEND BACK THE PENCILS! ☺