

Faculty/Course Evaluation Request

At MEC we are committed to providing the most accurate reports of faculty course evaluation data in the most timely and efficient manner possible. At the end of each semester we receive many requests for evaluation reports, so our general policy is to complete each project in the order received. In general, it is our goal to complete standard evaluation reports within two weeks of receipt of all relevant data. Please feel free to contact **Patrick Daniel**, Director of Learning and Assessment Services (pdaniel@uh.edu) regarding any questions related to the evaluation process.

Date	Assigned Team Leader:
Name of Contact	Team Members:
College/Department	Date Received:
Phone Number E-Mail	Completed Date:

SPECIAL INSTRUCTIONS / REQUESTS

SUBMIT

Your signature below certifies you agree to the terms stipulated in this form

Signature (submitted)

RECEIVE

Your signature below signifies that you have received all the Project materials submitted.

Signature (received) Date

OFFICE USE ONLY

File Name	Number of records
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Faculty/Course Evaluation Checklist

1. _____ Correct Department/College in Header	5. _____ %s in Frequency Distribution section = 100%
2. _____ Correct Semester and Year are on the reports	6. _____ %s in Frequency Distribution match data
3. _____ Scale is correctly labeled & matches the data	7. _____ Means match the Frequencies reported
4. _____ Spelling check	Name of reviewer: _____

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