

## INSTRUCTIONS FOR TEACHER EVALUATION WORKSHEETS

- At the top of the worksheet, indicate who will be responsible for teacher evaluation for your department (TEV coordinator.) Include campus address, phone and email address. This person will be our contact.
- For a course that has more than one instructor and only one person is listed in the worksheet, include the names of the additional instructors to be evaluated. We will provide separate evaluation packets for each individual. Students should not evaluate more than one instructor on the same form.
- For a course including "STAFF" or "Grad Assistant" as the instructor, provide the instructor's name. Change any other incorrect faculty names.
- For class meetings cross-listed in different departments, indicate which department will evaluate the course, and provide the total enrollment of all sections combined.
- Following past practice, for courses cross-listed in the same department, e.g. EDUC 700/800 the worksheet includes one course listed with the combined enrollment from the other courses. In the case of EDUC, 700 level courses are listed.
- If a lecture and lab have the same instructor, only one evaluation (typically the lecture) needs to be done. Verify the enrollment of the lecture and line through the lab section listings that are not needed. If the labs have a different instructor than the lecture, separate evaluations for lecture and lab should be completed.
- Evaluation is not mandatory for courses with five or fewer students enrolled. We will eliminate those courses from the evaluation process unless you explicitly state that you want them.
- Update enrollments and add any courses missing from the worksheet.

Institutional Research & Assessment  
10/8/2009

## **STUDENT EVALUATION OF TEACHING IMPLEMENTING PROCEDURES**

Every student in every course, except such courses as internships, independent studies, theses and courses with enrollments of 5 or fewer, is to have the opportunity to complete the questionnaire.

### ***Instructions for Form Completion***

1. The instructor is not to be present while the questionnaire is being completed. A student (proctor) in the class should be made responsible for the collection of the completed questionnaires and their **return in the original envelope** back to the department. Forms should not be folded.

**PROCTOR - Please read the following to the class:**

**Student evaluations are intended to promote excellence in teaching and are used in tenure, promotion, and salary decisions concerning teaching faculty.**

2. The instructor is to allow enough time for the thoughtful completion of the questionnaire. Evaluations should be administered, completed and collected during class time. It is best to administer the forms at the beginning of the class period rather than the end. Evaluations should not be taken home for subsequent return. Forms that are separately returned to Institutional Research after the course packet has been received will not be processed.
3. For courses where multiple instructors are being evaluated, *separate* evaluations for *each* faculty member should be completed. Indicate instructor name on each form. *Do not evaluate more than one instructor on the same form.*
4. Students need to use soft (#2) lead pencil only, not pen or felt marker. Stray marks or changed answers should be thoroughly erased.
5. The questionnaire is to be unsigned and the student's identity kept anonymous.
6. In order to ensure student anonymity and the integrity of the process, **neither the instructor nor the chair should review the evaluations prior to processing by Institutional Research.** The instructor is not to have access to the questionnaire results until after he/she has submitted the final course grades. Students may be identified from written comments, especially in small classes.
7. The responsibility for the questionnaires, including their distribution and collection, is to be assumed by departmental chairpersons. It is advised that departments appoint a contact person (coordinator) other than a faculty member/chair for this process. Most departments currently have this coordinator procedure in place.

8. The results of the questionnaire are to be available for use in improvement of teaching, promotion and tenure decisions, and annual evaluations.
9. The numerical summary of each course is to be made available in the Library for student use in course selection.
10. It is to be the chairperson's/dean's responsibility to ensure that these procedures are carried out.

### ***Department Responsibilities***

1. Institutional Research will provide evaluation coordinators with a listing of the course packets that have been issued to their department (Fall and Spring terms only). The listing will be mailed with the packets. This checklist can serve as a tracking and reference sheet for the coordinator.
2. Once the class proctor returns the completed evaluations **in their original envelopes** to the department coordinator, the coordinator can mark their receipt on the checklist. The coordinator should hold on to the course evaluations until all courses have been accounted for. Follow up on course packets that have not been returned to you.
3. We ask that departments send all of the packets to **Institutional Research, THall 301** in *one shipment*. Evaluations should be returned to us in the original labeled envelopes.
4. Packets for courses not evaluated should also be returned to us (original envelopes) with a note indicating a reason for non-evaluation. A list of courses not evaluated is provided to Academic Affairs at the close of semester processing.

### **RE: Policy for Official Exemption from Standard Form**

Departments should be aware that the policy in place provides the opportunity for official exemption from using the standard evaluation form, when the department believes the standard form is inappropriate for a course. Any department wishing to utilize an alternative evaluation mechanism may do so after formal application and approval by the Dean's Office. A copy of the letter of approval should be provided to Institutional Research & Assessment, so that the course(s) or entire unit can be purged from our database and from further follow-up.

The document <http://www.unh.edu/ir/StudentEvalTeaching.pdf> includes full information on the policy for student evaluation of teaching.