

Appendix C: Course Evaluations

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I. Gathering and submission of evaluations

All faculty must evaluate, and submit evaluations from, at least one-half of their regular classes (i.e., classes which are part of their regular load, including regularly scheduled classes that are taught under 700 numbers, but not including independent study and summer school classes), and from at least one class in each regular academic year semester they teach. Such evaluations are to be administered in accordance with the procedure described below. Complete sets of these evaluations, together with cover sheets, must be submitted to the department at the time merit scores are calculated.

Note that for the purposes of determining merit, all regular courses, regardless of whether or not evaluations have been filled out and submitted, will be counted toward faculty merit scores. In the event a faculty member does not gather and submit evaluations, he or she will receive zero points for the class involved, which will diminish the effect of positive evaluations in other classes. Scores for unevaluated classes will not be set at the average for other classes. See the Merit Scheme, section III.E.

For the possibility of earning merit credit for summer school see section III.G. of the Merit Scheme; for independent study courses, see section III.H.

II. Questionnaires

Only the official Departmental Questionnaire shall be used for merit purposes or to meet the requirement that one-half of all classes be evaluated (section I. above). Faculty may make use of other questionnaires as well, but such questionnaires cannot serve as replacements for the Departmental Questionnaire.

III. Administrative method

Evaluations must be completed in the regular classroom during class time with the instructor absent; completed forms must then be returned to the department office by a student. Student evaluations completed after the administration in class will not count toward merit scores.

For evaluations to be valid, they must be done on a day in the last two weeks of the semester, and evaluations must be submitted from approximately 75% of the enrolled students in classes up to 35 and from a reasonable number of enrolled students in classes over 35.

The instructor should provide students with the following information before handing out evaluations:

1. The name of the instructor
2. Course and section numbers
3. Academic term

Evaluations will be returned to the instructor once final grades are turned in and the evaluation summary has been completed by the department office.

IV. Evaluation summaries

Evaluation summaries, done by main office personnel, shall include:

1. Averages for each of the numeric questions on the Departmental Questionnaire, and an overall average. Figures should be rounded to the nearest hundredth.
2. The number of students enrolled as of the Final Grade Solicitation sheet, not including those receiving "W" grades.
3. The number of students who turned in evaluations.

The department shall retain the original course summary sheet and give copies to instructors when evaluations are returned to them.

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