

Department Procedures for Administering the
Student Evaluation of Faculty Performance Instrument

Faculty Evaluation is scheduled for the week starting April 22, 1985

AUDIENCE

These instructions are to guide departmental chairs in the administration of the student evaluation of faculty.

MATERIALS ACCOMPANYING THIS DOCUMENT

- (1) A package of blank response forms.
- (2) Two response forms with identifying information already filled in.
- (2) A package of question booklets (reusable).
- (3) A listing of department and faculty codes.
- (4) Several manila envelopes for returning forms.
- (5) Blank labels for labelling the envelopes (these may be already attached to the envelope).
- (6) A list of courses for your department including faculty member and faculty code.

PROCEDURES AT THE DEPARTMENT LEVEL

IMPORTANT: Each response form will have codes on it identifying the department, faculty member, and course. If care is not taken in recording these codes, the forms cannot be properly processed. We strongly suggest that the department undertake to encode the forms. DO NOT leave this job to the students. The encoding method is confusing, especially for students who will be encoding only one form for each class.

- (1) Check the list of classes in your packet. Make any changes needed to that list: mark courses not actually running; change faculty member, if incorrect; add courses not listed (give course number, faculty name, and faculty code).
- (2) Check the list of faculty for your department. If there are instructors in your courses not listed for your department, add them to the end of the list. Assign them code numbers in sequence with the code numbers for faculty listed on the form already.
- (3) Prepare packets for each course (each section of multi-section courses).
 - (a) One manila envelope for each course
 - (b) One label on each envelope, upper left corner, with this information: