

TEACHING AND FACULTY/AI EVALUATION PROCEDURES

TEACHING EVALUATION PROCEDURES

Mid-semester Evaluation (Optional):

Each faculty member will distribute a handout which raises any of the following questions that are applicable: (1) What things do you like most about this course? (2) What things do you like least about this course? (3) What would you like to see modified? (4) Do you complete all assignments each week? If not, why not? (5) Do you attend discussion sessions each week? If not, why not? (6) Do you actively participate in discussion sessions? If not, why not?

End of semester multi-op:

At the end of each semester all faculty will distribute a Teaching Evaluation by Multi-Op form prepared for the Department by the Bureau of Evaluative Studies and Testing (BEST). The evaluation form contains thirty "questions" which constitute a departmental core. (These questions will be used to evaluate all of the department's faculty.) In addition to the 30 core questions each faculty may add between one and five questions which may be designed to more effectively evaluate each individual course. Faculty members who wish to add questions to the core list of 30 should find out about the deadline for submission.

AI Evaluation:

Each supervising professor should make a pre-announced observation of the AI's class by mid-term. Two visits per semester are desirable. Associate Instructors will use the mid-semester evaluation form and the end of semester Multi-Op form. The Associate Instructors' Multi-Op form contains 30 core questions. Three of the questions deal specifically with the leading of discussion groups.

Supplementary Evaluation forms (TABS, Teaching Resources Center) may be used.

FACULTY AND AI EVALUATION PROCEDURE

All faculty and AI evaluations will be administered during the two weeks following Thanksgiving and Spring Break recesses. The process is outlined as follows:

1. The Administrative Secretary will distribute evaluation forms and other materials to faculty and AIs.

2. The Administrative Secretary will arrange for the evaluation of adjunct faculty members.
3. Faculty members take forms to class and give them to an appointed student to administer.
4. Faculty members will leave the room during the evaluation process, which should last approximately 20 minutes.
5. The student appointed to supervise the evaluation will collect the forms and pencils from students, place them in the supplied envelope and return all materials to the Administrative Secretary at the end of the class period.
6. The Administrative Secretary will send all forms to BEST for scoring.
7. The Administrative Secretary will receive the forms from BEST via campus mail and oversee the typing of written comments that appear on the evaluations of faculty. Because of the amount of time involved in typing comments, the Department is unable to provide Ms a summary of written comments that appear on their evaluations.
8. The Administrative Secretary will distribute summations of evaluations to faculty.
9. For an explanation of procedures related to M evaluations, see "M Teaching Evaluation" under the section, Graduate Student Appointments.

