Course and Instructor Evaluations

Guidelines to Assist Departments in the Administration of

Student Evaluation of Instruction Instruments

(Applicable to Departments Using Scannable Answer Forms)

In order to properly process your evaluations, Testing Services needs to know when changes are made to your questionnaire so the appropriate parameters can be modified and your evaluations processed correctly. Such information includes the number of questions, item weights, and sub-grouping information.

If you have any questions, please contact Kathy King, (815)753-6148.

Before Administration of the Evaluative Instrument

I. Prepare an evaluative instrument (questionnaire) containing one or more multiple response items. Up to forty (40) items may be used. These items should be numbered consecutively beginning with number 1.

II. Direct instructors who plan to seek responses to items for their personal use (the results of which will be available only to the instructor and will not bear on personnel decisions) to prepare their instruments in keeping with the 40 item limit noted in the preceding section. These personal items should be numbered consecutively beginning with number 41.

III. Secure the necessary number of N 5-10 scannable forms from Testing Services, 128 Adams Hall (Phone 753-1203). Note - Departments must use the same answer form for all evaluations.

IV. Arrange for the person who is designated to administer the evaluative instrument to each course section to receive the following:

A. The time and place at which he/she is to conduct the student evaluation of instruction.
B. Sufficient quantities of the department or college evaluative instrument (questionnaire) to accommodate all enrolled students.
C. Sufficient quantities of any items which the instructor wishes to have administered for his/her personal use.
D. Sufficient quantities of scannable forms to accommodate all enrolled students.
E. A few #2 pencils for students who didn't bring one.
F. A copy of the Script for Student Evaluation of Instruction and all information necessary for administration of the instrument to the designated class. Included in the latter are:

   1. The instructor's last name (spelled correctly), and first and middle name initials if available.
   2. The date of administration of the evaluative instrument.
   3. The department through which the course is offered. If the course is interdisciplinary or interdepartmental, the person administering the instrument must be given the special "departmental" name under which the course is offered.
   4. The course number.
5. The section number of the course.
6. The four or five-digit class number for the course section to be evaluated. This number appears on the department's course offering form for the course and section.

NOTE: Problems encountered in the past in differentiating between various course and section offerings mandate that a fail-safe system for identifying and differentiating between them be introduced. The best approach to this problem appears to be use of the class number.

G. Essential materials (including labeled envelopes) and directions for disposition of evaluation instruments and completed response sheets.

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**After Administration of The Evaluative Instrument**

I. Separate used scannable response forms (those on which students responded) from unused scannable forms, questionnaire sheets, handwritten evaluations, scripts and direction sheets.

II. Prepare a list in logical order of those course sections in which students evaluated instruction on scannable forms. The list must include the department name, semester and year for the evaluations. For each course section include the class number, the course and section numbers, and the instructor's name. Arrange the sets of scannable forms in the same order for submission to Testing Services.

III. Transport to Testing Services the department's assemblage of scannable evaluation response sheets along with a copy of the list referred to in II above.

Testing Services will process the response sheets and provide those reports mandated by the student evaluation of instruction policy.

Upon completion of processing -- but not before grades have been reported for all course sections for which response sheets were submitted -- Testing Services will return to the respective department all response sheets and attendant reports. Each department will take responsibility for distribution of all documents while accommodating the confidentiality concerns of all persons associated with the student evaluation of instruction.
University Policy requires that a student assessment of teaching effectiveness be completed for your class. Please observe the procedure outlined below so that we may have reasonable uniformity of process.

1. Refrain from making comments to your classes about the evaluation process.
2. Deliver the envelope containing the rating materials to a student enrolled in your class. IF POSSIBLE, TAKE A SMALL SUPPLY OF #2 PENCILS FOR USE BY THE STUDENTS WHO DO NOT HAVE THEM. Request that this student assume responsibility for administering the rating scales in the exact manner outlined in the direction sheet attached to the envelope.
3. Leave the classroom while the students are completing the evaluation form.
4. For campus classes, the sealed envelope containing completed ratings must be immediately returned by the student who administered them to the department office or to another designated place.
Please utilize the following procedures exactly as presented below:

A. READ THE FOLLOWING STATEMENT TO THE CLASS:

The goal of the University is to recognize effective teaching as an important criterion in the evaluation of faculty members for matters of salary, promotion, and tenure. Your assessment of teaching effectiveness is an important part of that process; evaluations will go to the personnel committee as well as to the faculty member after the semester has ended. Be fair and objective in rating your professor.

B. DISTRIBUTE A RATING SHEET AND AN ANSWER SHEET TO EACH MEMBER OF THE CLASS.

C. READ THE FOLLOWING DIRECTIONS TO THE CLASS:

1. Use a #2 lead pencil to complete the answer sheet. Do NOT use ink.
2. Turn the answer sheet so that the front is up and the section for Name is at the left.
3. In the boxes to the left titled LAST NAME print your instructor's last name. Print his/her initials in the INIT section. Blacken in the corresponding letter in the column below each letter of the name and initials.
4. On the line titled DATE write today's date.
5. In the DEPT boxes print the abbreviated department title.
6. Write the course number in the COURSE boxes, and the section number to the right of the class number.
7. In the first four or five spaces of the section of the answer sheet titled ID NUMBER write the class number of this course.
8. Blacken the appropriate space in the column below each number which you have written.
9. Now read and follow the directions on the question sheet.

D. COLLECT THE COMPLETED ANSWER SHEETS AND RATING SHEETS AND PLACE THEM IN THE ATTACHED ENVELOPE. SEAL THE ENVELOPE AND INFORM THE CLASS THAT YOU ARE TO RETURN THEM TO A CENTRAL COLLECTION POINT FOR ANALYSIS.