

March 26, 2012

Memorandum

To: English Faculty
From: Ashley
Subject: Student Evaluations

The department has developed a student evaluation form to evaluate the performance of all faculty in all classes *at least one long semester each year*. In the semester selected, before the week of examinations, each faculty member will circulate the evaluations, leaving the room while students complete them. A student will return the evaluations to the departmental office (FH 365) to be held until grades for the semester are turned in. Then the evaluations will be returned to the faculty member to be tallied and submitted in the subsequent departmental review process as the faculty member sees fit. Any faculty member who wishes may request evaluations more often.

The state has also developed evaluations that are **mandatory** for each session. The Testing, Research-Support, and Evaluation Center (TREC) will scan the summer sessions I and II Student Perceptions of Instruction (SPI) and post the results to the Public Access to Course Information (HB 2504) website.

When you distribute evaluation forms, you will need to let students know the number enrolled on the 12th class day, as well as the number present on the day of the evaluation.

Please fill out the form below, and return it to Ashley. Copies can be picked up in room 365 on the date, which you designate.

Please note that graduate courses are not required to have STATE evaluations. However, if you wish to administer a DEPARTMENT please note below.

<u>Course & Sections</u>	<u>Time</u>	<u>Date to be given</u>	Department: <u>Number of Copies</u>	State: <u>Number of Copies</u>

Printed Name _____