

# PROCEDURES FOR STUDENT EVALUATION OF FACULTY

## Evaluation Packet Preparation

Evaluation requests are now to be made on-line on the Provost's website at: <http://www.msun.edu/admin/provost/stuevalform.htm>. **DO NOT EMAIL REQUESTS.** All requests will include the following information:

1. faculty members first and last name,
2. date and time of evaluations,
3. course prefix, number, section number, and site,
4. number of students in the class.

Please allow at least one week for preparation and at least two weeks for packets going to distance sites. College chair/deans are responsible for making sure that each faculty member has made arrangements for evaluation.

Only **original** mark-sense forms can be used. Do not make photo-copies of the forms. If pencils are needed, please contact the Provost's office.

## Evaluation Administration

The faculty member will select a student to administer the evaluation during class. The faculty member **MUST** then leave the classroom for the duration of the evaluation. The student administrator will follow the instructions provided on the packet.

At the conclusion of the evaluation, the student administrator will deliver the **SEALED** packet of evaluations to the college administrative associate.

## Processing Evaluation Packets

1. All blank forms, staples, and paperclips are to be removed from the completed evaluation packet.
2. Please make sure that all evaluation forms are completed in pencil. If some are not, please mark over the top of the inked circles with a #2 pencil. If this is not done, the forms **WILL NOT** be scanned. There should not be any ink-only forms in the evaluation packets.
3. Administrative Associates are responsible for typing the comments. Every page of comments should contain the instructors name, course information, and page number and should be saved in a Microsoft Word file. Each file must be named like in the following example:

**SmithRBUS450-101.doc.**  
(Last name, First name initial, Prefix, Course, Section)

**Do not place copies of the evaluations inside the packets.** When **ALL** evaluations for the college have been completed, place all of the individual comment Word files on one computer disk or CD and return to the Provost's office with all of the completed evaluation packets. Please do not eliminate your electronic files until you have received your college results back.

4. After the evaluation packets have been returned to the Provost's office, forms will be scanned and processed. Computerized evaluation results and typed student comments will be sent to the following individuals approximately one month after the end of the semester:
  - Individual faculty members
  - College Chair/Dean
  - Chancellor's office

Copies will not be kept in the Provost's office.

**If you have any questions regarding this process, please contact Julie Strobel in the Provost's Office at ext. 3726.**