RESOLUTION ON ADOPTION OF A POLICY ON
THE ADMINISTRATION AND PROCESSING OF TEACHING EFFECTIVENESS
EVALUATION FORMS\[1\]

1. Written
   and/or verbal explanations provided to students shall make clear the purpose of
   the evaluation.

2. Whenever
   possible, student evaluation forms should be distributed and their completion
   supervised by a teaching assistant, colleague, or office staff member.

3. If
   this is not possible, the instructor shall: inform the department chair; and
   assign a reliable student who will distribute the evaluation forms, read the
   instructions aloud, and collect the finished forms and take them immediately
   after class to a designated person or location for further processing.

4. Before
   the evaluation is conducted, the instructor shall inform the office staff of
the name of the person who will collect the finished evaluation forms and
deliver them to the designated person or location.

5.

The evaluation process is subject to ADA regulations.

6.

The instructor shall not be in the room when students are completing the teaching
effectiveness rating form.

7.

Before leaving the classroom, the instructor shall inform the students that their
responses are anonymous and that they are not to write their names on the
evaluation forms. The instructor shall inform the students that he/she will receive the results only after course
grades have been posted.

8.

Under no circumstance shall the instructor have access to the evaluation data until
the final grades for the course have been posted.

[1] The cycle of review for all
temporary, tenure-track, and tenured faculty shall coincide with any process specified in the Collective Bargaining Agreement, *e.g.* Article 15.14 in the July 1, 1998 - June 30, 2001 CBA.