Resolution Number: RS01-186
January, 2001

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.