

**Resolution Number:** RS01-186

January, 2001

**RESOLUTION ON ADOPTION OF A POLICY ON**

**THE ADMINISTRATION AND PROCESSING OF TEACHING EFFECTIVENESS EVALUATION FORMS<sup>[1]</sup>**

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.

---