

**Note to Evaluator:**

Arrange with the evaluatee to allow for 15 minutes at the end of the student contact session in order to administer student evaluations. Please ensure the evaluatee is not present when students are completing and submitting evaluation forms. When the evaluatee has exited the learning space, slowly and carefully read the instructions to students exactly as they appear in the box below. Do not introduce any further information not included in these instructions. Do not allow students to engage you in dialog that focuses on the instructor or the class. Be careful not to solicit comments from students about the instructor or the class.

Original student evaluation forms should be delivered in a confidential manner to the appropriate individual on the evaluation team (Department chair for Continuing evaluations and Supervising Administrator for Tenure Review evaluations) who will ensure that scores are tabulated and comments transcribed accurately.

**INSTRUCTIONS TO STUDENTS (read verbatim):**

This class has been chosen to participate in an evaluation of your instructor. Your opinion is very important because it reflects your experience in this class and gives helpful information to your instructor. Your instructor will not see your paper, but will receive a typed summary of all the responses from this class. Your individual response will remain confidential. Please wait to begin until the instructions have been read.

Please follow these instructions to do the evaluation:

- FIRST: Please write the instructor's name, the course number, and the date on the lines at the top of the evaluation form. In order to maintain confidentiality, do **NOT** put your name on this paper.
- NEXT: In Part 1, carefully read each of the statements on your paper and determine the extent to which you agree or disagree with the statement. Circle one number for each of statement. **Number 5 means Strongly Agree, Number 1 means Strongly Disagree. Select NA if the question is not applicable, or you do not know the answer.**
- THEN: In Part 2, you may write down comments explaining your responses to the statements in Part 1. And you may make comments regarding areas of instructor excellence and/or suggestions for course improvement. Please write your comments on the back of your evaluation form.

Thank you for your thoughtful participation in this important activity.

You may begin by filling out the information at the top of the form. Return your form to me when you have completed both parts of the evaluation. Again, thank you.