

Teaching Evaluation

The coordination of the preparation, distribution and processing of course/instructor evaluation packets is overseen by the Undergraduate Advisor. Each packet includes the appropriate questions with a quantity of ESCI evaluation forms and narrative evaluation forms for all instructors (Faculty, Visiting Instructors, Associates, TA's).

Students are asked to complete the evaluation the last week of classes (Dead Week) and packets are turned into the Undergraduate office immediately following the evaluation. The instructor of the course CANNOT return the packet to the office, a student must hand them in.

Narrative evaluations are held in the Undergraduate office until the official grade reports are completed and turned into the Office of the Registrar. Instructors are not allowed to look at the narrative evaluations until grades are turned in.

The ESCI response forms are sent to Instructional Development office for processing (the cover sheets provided by Instructional Development are included). Two copies of the ESCI's for the previous quarter are usually delivered to the department before the end of the following quarter. One copy is given to the instructor; the other copy is filed (AP Coordinator for faculty/visiting instructors, Student Affairs office for TA's/Associates).

The narrative evaluations are sorted by instructor type.

- Graduate Student narrative evaluations are given to the Student Affairs office where they are filed by student. A student is allowed to review the narrative evaluations in the office, but is not allowed to take them out of the office. Once a student leaves the program, he/she is given his/her evaluations to keep.
- Faculty narrative evaluations are given to the AP Coordinator. If a faculty member chooses to receive his/her original narrative evaluations, then they can't be used as part of their personnel case. If they choose to have the narrative evaluations considered as part of their personnel case, then they may receive a copy and the originals are filed in the binders by quarter. Post six year and visiting faculty narrative evaluations are subject to the same process. Originals or copies are kept in their personnel file in the AP Coordinator's office.

Further information on the teaching evaluation process may be found in the Students Affairs office document "Administration of Psychology Department Teaching Evaluations" dated Fall 1996.