

Instructions for Departmental Administrative Assistants: Course Evaluation Procedures

1. Prepare labels for evaluation packets that include the faculty member's name and Faculty ID Code, the course name and Course ID Code, and the number of students enrolled. Errors in ID codes are the most common causes for delays in evaluation results. When counting out forms for packets, remember that the forms are consecutively numbered (see the right-hand bottom of each page). You do not have to count the forms individually, but can work with groups of five or ten, for example.
2. Make sure that the pencils used for filling in the evaluations are easily available to faculty when they pick up their packets. Each department is responsible for providing its own pencils. Please contact the Office of Academic Affairs at x2261 should you have any questions.
3. If you wish to, write, and then bubble in where applicable, the Faculty ID and Course ID Codes on the evaluations before the faculty pick them up. Doing this for the faculty member will greatly aid in the process of gathering the data from the evaluations quickly. It is understood that in some departments this task is too time-consuming.
4. **Keep a log of which faculty members you give the forms to, how many forms were included in each packet, when the student dropped off the completed forms to your office, and when you returned the completed forms to the Office of Academic Affairs (JH120H).**

[Please note: The Graduate Centers at Timonium and Columbia have special procedures for handling student evaluations which can be found on the reverse side of this sheet. Please call the Office of Academic Affairs at x2261 should you have questions.]

5. When the student drops off the packet be sure the envelope is sealed and that the student has signed it. Sign your name on the packet as well before you or your designee return it – unopened and hand-delivered – to the Office of Academic Affairs. If the student also drops off the pencils, save them for use next semester.
6. Return the forms the same day the student drops them off in your office. Do not wait until all the student evaluations packets in your department are in before returning them to Academic Affairs. Do not copy evaluations. Should faculty request this, please recommend they discuss their concerns with the Coordinator for Academic Ceremonies and Support.
7. Forms will be returned to faculty members after grades have been submitted. Please remind the faculty members that the forms will be returned to them in the order we receive and process them. They will usually receive their packets one at a time, not in a group.

**TO FACILITATE THE EVALUATION PROCESS, ALL FACULTY EVALUATIONS
SHOULD BE RECEIVED BY THE LAST FULL DAY OF CLASSES BEFORE EXAM WEEK.**