

Faculty Instructions for the Administration of Standard Student Course Evaluation Forms*

General Information

1. Forms will be distributed to the faculty by the 10th week of the semester.
2. The forms used for evaluation should be administered no earlier than the last quarter of the class and no later than the last day of the class.
3. The forms should be distributed in a normal classroom environment in which normal classroom activities are planned.
4. Students should be read the standard instructions explaining both the form and how the form is used.
5. Students should be given at least 15 minutes to complete the form.
6. The faculty member must not be in the room when the forms are being completed or collected. The faculty member should not handle the completed forms at all.
7. On the Evergreen campus, the student should return the forms immediately to the departmental liaison (administrative assistant) or a designated drop-off location.
8. At the Graduate Centers in Timonium and Columbia, students are to return the completed forms to the designated drop-off box in the reception area of the Center. Students are not to return the forms to the Evergreen Campus.
9. Evaluations are processed as they arrive at the Office of Academic Affairs. Do not be alarmed if you only receive one class's evaluations. The others will arrive soon.

Faculty Instructions

1. Write the date administered and the name of the department liaison on the envelope containing the evaluation forms. Make sure the student knows where the forms are to be returned.
2. **VERY IMPORTANT: Be sure to write your name, Faculty ID Code, Course ID Code (including section number) on the blackboard.** If no Faculty ID Code is used, the forms will be returned without processing. (See attached sheet for faculty ID codes. If your name is not listed, use "Other or Unlisted, #99001.")
3. Read or paraphrase the paragraph describing the evaluation form (see below) and remind students to fill in the top part of the survey with the course identification number.
4. Remind students to use only a #2 pencil to complete the form, to fill in the bubbles completely, and to make no stray marks at all on the front of the form. All comments should be made on the back of the form.
5. Appoint a student to administer the process and return the completed forms to the departmental liaison immediately following the class.
6. Leave the room.

Please Read or Paraphrase the Following Statement to the Students

This process is an important element in the College's efforts to meet a high standard of excellence in the classroom. It is important for you to be thoughtful and reflective and for your individual responses to reflect your experience over the entire semester.

The completed forms will not be returned to the faculty member until after final grades have been submitted.

The form has two parts. The quantitative part is scored and summarized. The qualitative part of the form is read by the faculty member and the department chair and used to develop the course in the future.

The results of this survey are one of the factors used in considering faculty promotion, tenure, and compensation. It is important to receive each individual's independent assessment of the course and the instructor, so from this point forward please do not make comments that might affect others' evaluations. Remember, this evaluation is a serious responsibility.

*Faculty instructions for courses of non-standard lengths and for courses that use non-standard evaluation forms can be found online at www.loyola.edu/academics/evaluations.