OFFICE OF INSTITUTIONAL RESEARCH  
Procedures for Classroom Administration of  
Student Evaluation of Faculty

To the Monitor Administering the Questionnaires

NOTE: Notify the instructor immediately if the information at the top of the forms does not correspond to the class taking the survey.

1. After the instructor has left the room distribute the 2 page rating forms (bubble and comment sheets) to the entire class.

2. **Please read the following to the class:**

   A. “This rating is voluntary but your full participation is vital.”

   B. “A number 2 pencil must be used for the bubble sheets to scan. Only one filled in bubble per line will be accepted. Erase all unnecessary pencil marks thoroughly.”

   C. “Item 7 can refer to instructor feedback, in place of grades, if appropriate. Item 8 refers to both examinations and papers.”

   D. “Comments may be written on the comment sheet and will be returned **only** to the instructor after grades are submitted to the registrar. The instructor may share this information with whom he/she so desires.”

   E. “This survey is conducted by the Office of Institutional Research under the guidelines of the University Senate. The results of this survey are sent to the Instructor, Department Head & Dean. This is used by the instructor for improving teaching performance and is also a required document for promotion, tenure, and reappointment.”

3. **Be sure the class is notified of any additional questions the instructor may have provided.**

4. Collect both pages of the evaluation, including blank forms. Sort them so that they are uniformly stacked (none are upside down or turned over). Place all unused forms at the top of the stack.

5. **Be sure to print your name in the space provided below.**

6. Return all rating forms and this page into the envelope, seal it by moistening the flap, and print your name across this flap.

7. **Deliver the envelope as soon as possible to the Department Head’s Office*. They must forward the rating forms to OIR no later than 5pm on May 4, 2007.**

Thank you for your cooperation.

* For non-Storrs locations, deliver to Campus Director's Office.

Graduate Assistant being evaluated:____________________________________________________

“I have administered the evaluation questionnaires according to the above instructions.”

Monitor’s Name (please print)__________________________ Email:_________________________ Date_______

Dept (abbrev.)____________ Course_________ Section_____ Campus__________