To the Instructor

The evaluation forms enclosed are for the course(s) you teach this semester in this department. This survey is conducted by this office under the guidelines of the University Senate. The results of this survey are useful for improving teaching performance but also are required for promotion, tenure, and reappointment. Each instructor will receive his/her own survey results after the semester has ended and grades have been distributed. Copies of the ratings results will also go to the appropriate Dean, Director, and Department Head. Summary and general information on UConn student evaluation of faculty can be accessed at http://www.oir.uconn.edu/FacEv-Information.html

Please read the following important information:

1. Check the top portion of the forms to confirm that all the information printed is correct and return to the proper envelope. If there is any discrepancy, please notify the department to contact me, Cheryl Williams at 860-486-1910, as soon as possible.


3. Announce ahead of time the date the evaluation will be administered in your class. Notify students that a regular number 2-type pencil will be necessary to fill out the bubble sheets. Allow 15-20 minutes for the evaluation. Please leave the room while the forms are being completed.

4. Arrange with a responsible student or colleague to distribute and collect the forms. Be sure the forms, given to the monitor, correspond to the class that is being evaluated.

5. Inform your monitor if you include any additional questions for Part E of the bubble sheet or Parts C and D of the comment sheet. The replies to the questions on the comment sheet are for your information. You may share them with whom you so desire. They will be mailed back to you with your evaluation report, at the end of the semester.

6. The monitor should return the completed forms immediately to the department head's office* and not mail them. Rating forms received by OIR after 5pm on Dec 14, 2007 will not be included in the scanning process.

7. If the evaluation of your class(es) does not occur, return the packet of survey forms with a written explanation to the department head or campus director.

8. For handicapped students unable to fill out this form under regular conditions, please call (860) 486-1910 to receive special instructions.

Enc.

Note: Enrollments in multi-section courses and cross-listed courses which list the same instructor and the same meeting time have been combined into one section for ease of in-class evaluation. If there is sufficient enrollment in each section, they may be separated by written request to OIR by February 9, 2007.

*For non-Storrs locations, deliver to Campus Director's office.
**INTD classes please return completed forms to CUE Bldg. Room 235