TO: Faculty and Department Secretaries
FROM: Student Policies Committee (SPC)
SUBJ: Student Evaluation of the Faculty

Student evaluation of the faculty will take place the last two weeks of the semester. Please find below the procedures and special instructions to be followed.

PROCEDURE FOR FACULTY:
1. Before class obtain the following from your department office:
   a. Evaluation form (enough for every student in your class),
   b. 1 large brown envelope
2. During class do the following:
   a. put your name, course number, section number, and number of students filling out the evaluations on the front of the large brown envelope;
   b. appoint a student to collect the evaluations, place the evaluations in the proper envelope and deliver them to your department office;
   c. give the appointed student the large brown envelope
   d. distribute the evaluations to the students in the class (allow 10 minutes of class time for students to complete the evaluations);
   e. instruct the class to give the completed forms to the appointed student; and
   f. instruct the appointed student to seal the envelope when all evaluations have been collected, and deliver the envelope to your department office.
3. Please repeat for each class section

SPECIAL INSTRUCTIONS FOR DEPARTMENT SECRETARIES
As the evaluations are delivered to your office, please:
1. arrange to hold onto the brown envelopes until the semester break, at which time they may be distributed to the faculty; and
2. have your department chair generate a list of every course section taught in your department with the faculty name.
3. track the evaluations submitted by checking off the course section as they come into your office
4. submit this list to the department chair, and send a copy to the Provost.

Thank you for your participation and cooperation.

P. Vecchio, SPC Chair