Your students will have an opportunity to evaluate your courses during the week of May 4-8. The packets are being delivered to your office this afternoon. You should receive packets with evaluations for each one of your classes and a packet of pencils which may be used by your students in all of your courses (the scanners are able to read pen as well as pencil). You will need to collect the pencils after use in each class and reuse them in subsequent classes. Please return the pencils to my office for use in subsequent terms. Packets for adjuncts who do not have offices will be delivered to department chairs who should be sure to give them to adjuncts as soon as possible.

The evaluation forms should be distributed at the beginning of the hour in all classes. Please select a student to distribute these forms and direct these students to instructions in each packet. You should not be present for the evaluation. Your selected student should return the evaluations to Susan in my office when the evaluations are complete. You should reserve 30 minutes for this entire process. The student instructions indicate that they will be given 20 minutes to complete the evaluation forms.

Numerical summaries for each class will be prepared and distributed to you and to your department and division chairs at the conclusion of the semester. A copy will also go into your personnel file for use in the annual evaluation process. Copies of the written part of the evaluation will be provided to you.

Thank you in advance for your participation in this important process. I hope that the data we gather will be helpful as you consider your teaching, your most important responsibility, at the College.

Paula Garrett

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