You will have an opportunity to evaluate your courses and instructors during the week of May 4-8. The evaluation forms will be distributed at the beginning of the hour in all classes. Numerical summaries for each class will be prepared and distributed to the instructor and the department chair at the conclusion of the semester. A copy will also go into the faculty member’s personnel file for use in the annual evaluation process.

The evaluation process should be taken seriously. The College places great importance upon it and needs honest evaluations. Student evaluations, both numerical ratings and written comments, play an important part in all personnel decisions affecting Warren Wilson faculty – including decisions about extended contracts. They are also helpful to faculty in assessing their courses and revising their teaching methods. They are a primary way students influence the educational process.

Copies of the written part of the evaluation will be provided to the instructor on request, but only after the course is over and grades have been submitted. If there is something you wish to say about the instructor or the course which you would not want the instructor to see under any circumstances, you may write directly to Paula Garrett with the understanding that what you say will be kept confidential.

Please fill the forms out with careful consideration of both the strengths and weaknesses of your professor. Note that with a five point scale a score of five is the highest rating a faculty member may receive. Note also that the meaning of the scale changes for questions 20-22. A score of three is average, and a score of five is excellent. Also, please note that you must fill in the bubbles on the form carefully in order for your form to be scanned.

Thank you in advance for your participation in this important process.

Paula Garrett

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