Procedure for Administration of the Faculty and Course Evaluation

To the Student Leader:

You have been requested by your instructor to administer the evaluation for this class. Please do as follows:

1. Write on the chalkboard the course title, instructor’s name, course number, section number, semester/term and year for the course being evaluated.

2. Read the following statement to the class:

"We have been asked by the faculty to help evaluate our own educational experience at Warren Wilson College. The purpose of this evaluation is to give faculty members as accurate information as possible regarding student perceptions of their teaching and assist the administration in the evaluation of faculty for extended contract decisions. Our faculty is interested in continuously upgrading the classroom experience. Your honest and serious answers to the questions, and especially your written comments, will aid in that process. You may be assured that all properly marked responses will be counted. No other responses will be counted. Although the scanner will read #2 pencil and blue or black ink, we have provided pencils in order to allow corrections on the forms. A numerical score of 5 is the highest possible rating. Later, the instructor will receive a summary of the numerical responses from these questionnaires. Copies of the written responses will be provided to the instructor on request, but only after final grades have been submitted. Although it is fairly standard for faculty to receive written evaluations after grades have been submitted, if you feel strongly that you need to have your handwritten responses typed to protect confidentiality, you may check the box on the top of the narrative side of the form. If you check the box the Office of Academic Affairs will type your comments before sending them to the faculty member, but this will delay the processing of your evaluation. Thank you for participating in this important process."

3. Give each student a questionnaire.

4. Allow approximately 20 minutes for completion. Make sure that students do not influence or interfere with each other in filling out the evaluations; the room should be as quiet as in taking a test.

5. Collect the questionnaires and turn them so that the instructor's name is at the top (this will aid greatly in processing). Please do not fold the questionnaires.

6. Place the questionnaires in the proper instructor's envelope.

7. Take the evaluations to the Office of Academic Affairs, 201 Laursen.

Thank you for your help.