

The Senate of Michigan Technological University

PROPOSAL 15-92

PROCEDURES FOR STUDENT EVALUATIONS

Evaluation instruments will be completed by students during a class meeting during the seventh through the tenth week of a term. The faculty member will give the evaluation materials and instructions to a student in the class and leave the room. The student will distribute the forms and then collect and return the completed forms in a sealed envelope to the departmental office or another designated location.

The completed evaluations will be collected at the Center for Teaching Excellence. After scoring and analysis are complete, the Center for Teaching Excellence will return the entire student evaluation package to the faculty member and a copy of the tabulated summary of the university core items to the faculty member's immediate academic administrator. The Center for Teaching Excellence will not keep records of the results of individual evaluations unless requested by the individual faculty member.

Adopted by Senate: 6 May 1992