

Item F: Completed Student Evaluation Forms

See *Faculty Manual* §4.XI.4.(f).

1. Individuals who have access to this item:

- Tenured members of the department (to inform letters for dossier)
- Student committee members (responsible for summarizing results)
- E&A (responsible for summarizing results)
- All those granted access to the dossier:
 - The initiator
 - The Associate Dean
 - Members of the Tenure and Promotion Committee
 - The Dean of the College
 - The President

2. Participants in preparing this item, and the role of each participant:

- *Initiator*
 - Consults with tenured members of the department to select 2 of the 3 student committee members
 - Solicits name of third student committee member from candidate
 - Contacts student committee members and secures their agreement to serve; secures agreement from one of the students to serve as chair
 - Collaborates with candidate [and in some departments, with tenured members] to prepare up to two additional questions for the evaluation form
 - Works with the candidate to verify course list and develop sampling procedure request
 - Forwards verified course list and initiator's Information for Student Evaluation form to with:
 - ✓ Names of student committee chair and additional two members
 - ✓ Department's additional questions
 - ✓ Sampling procedure request
 - ✓ Rationale for sampling procedures other than simple random
 - Collaborates with candidate [and tenured members] to review student committee's additional questions and committee's feedback on department questions, and conveys response to E&A. Process of review and response continues through E&A until student committee and department agree on wording of all additional questions
 - Places completed student evaluation forms in dossier upon receipt from E&A
- *Candidate*

- Provides name of one student committee member to initiator
- Collaborates with initiator [and tenured members] to prepare department's additional questions
- Collaborates with initiator to verify course list and develop sampling procedure request
- Collaborates with initiator [and tenured members] to review student committee's additional questions and committee's feedback on department questions
- *Student committee*
 - Provides feedback to E&A on department's additional questions for evaluation form
 - Prepares up to two additional questions of their own
 - With assistance from E&A, edits their questions in response to department feedback and responds to any additional changes in department's questions
- *E&A*
 - Advises department and student committee in preparing valid and reliable questions
 - Advises department on sampling procedure
 - Convenes all student committees for orientation, question preparation, and question review and editing
 - Selects sample
 - Mails evaluation form and follows up with non-respondents
 - Sends completed original evaluation forms to initiator for inclusion in dossier; provides copies to student committee chair

3. Guidelines and suggestions:

- Departmental practice with respect to the preparation of the additional questions varies. In some departments, the initiator alone collaborates with the candidate in preparing the departmental questions and reviewing the student committee questions; in other departments, some or all of the tenured members participate in question preparation. Either approach is fine.
- If the initiator and tenured members of department have completed some class visits during the spring prior to the review, they can draw on their observations in preparing additional questions for the evaluation form.
- When the initiator is recruiting students to serve on the student committee, he or she should suggest that they review [Information for Student Committees](#) on the E&A website.
- Departments with significant numbers of students participating in off-campus programs may wish to contact the Office of International and Off-Campus Studies prior to recruiting student committee members to ascertain which students are, or may be, off-

campus during the spring semester prior to the review or the fall semester of the review. One member of the student committee may be off-campus but available by email during the spring prior to the review; so long as all three students are on campus during the fall semester of the review year, the process of question preparation and review can occur with only two of the three students contributing.

- In cases of joint appointment, each of the candidate's two departments may select one member of the student committee and provide up to one additional question for the student evaluation form.
- When E&A works to facilitate agreement on the wording of all additional questions, E&A communicates with the initiator on behalf of the initiator, candidate, and (depending on departmental practice) the tenured members, and with the student committee chair on behalf of the entire student committee.

4. Additional resources:

- [Online Resources About Student Evaluations for T&P](#)

5. Contact for questions or concerns:

- E&A Director (x3910)
- E&A Associate (x3061)