

Item H: Student Committee Narrative Summary of Student Evaluation Results

See *Faculty Manual* §4.XI.4.(h).

1. Individuals who have access to this item:

- 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:

- *Student committee chair*
 - Picks up copies of completed evaluation forms from E&A Associate upon notification that copies are ready
 - Convenes student committee to prepare summary
 - Hand-delivers completed summary and copies of evaluation forms to E&A Associate
- *Student committee as a whole* – Prepares summary

3. Guidelines and suggestions:

- The names of all student committee members should be included at the end of the summary, and the student committee chair should sign and date the document on behalf of the committee.
- The summary should be consistent with college-wide expectations for:
 - Confidentiality and data security
 - Fairness
 - Accuracy
 - Timeliness

4. Additional resources:

- [Information for Student Committees](#)

5. Contact for questions or concerns:

- E&A Associate (x3061)

