

## ADMINISTERING TEVAL STUDENT RATINGS

Student ratings should be administered by a paid staff member. A graduate assistant or a member of the classified staff could be charged with the responsibility. Some departments prefer that course instructors conduct student ratings in their own classes. In those instances, all instructors should follow the same procedures, the course instructors should NOT be present while students fill out the survey forms, and the course instructors should NOT collect the survey forms.

**Whoever conducts the student ratings in the class has the following responsibilities:**

1. Obtain an adequate supply of TEVAL student survey forms and extra pencils from the departmental office. (Note: Pencils must be used to complete the forms. Ink is not always accurately scanned.)
2. Arrive at the classroom at the scheduled time. Student ratings are usually administered during the last 15 minutes of a class period; however, the beginning of the class period is sometimes more convenient.
3. After the instructor has left, the administrator should give directions to the class. The following is a model for what may be said and should be appropriately adapted for the specific situation.

*“My name is \_\_\_\_\_. I am here today to administer the TEVAL student ratings forms. A report of your responses will be sent to the instructor, who may also submit a copy to use in making decisions about salary, promotion, or tenure.”*

*“In the Department of \_\_\_\_\_, good teaching is important. The evaluation of faculty members includes the evaluation of teaching effectiveness. Student ratings and comments provide one assessment of teaching effectiveness.”*

*“When you have finished answering the fourteen TEVAL items, answer any additional questions your instructor may have prepared on the back of the form and write other comments you have about this course or the instructor’s teaching. Mark only one response per item and fill the bubbles carefully. Please use a pencil. I have extras if you do not have one.”*

4. Distribute the survey forms to the students after reading the directions. When the instructor has prepared additional questions, distribute them at the same time.
5. Collect the completed forms and your extra pencils. Do not fold or staple the forms.
6. Return completed forms, pencils, and unused forms to the department office.