

## DEPARTMENT PROCEDURES

**Timely processing of TEVAL Reports depends upon following certain guidelines.** To facilitate this, most departments designate an administrative coordinator, who may be a faculty member, a graduate assistant, or a member of the classified staff. The coordinator is responsible for the procedures below.

Coordination and administration of TEVAL student ratings are the responsibility of each department. While procedures differ from department to department, it is important that administration of the student ratings be standardized within each department.

- \* **TEVAL forms (student surveys and faculty information forms) are supplied by the Center for the Advancement of Teaching and Learning.** The coordinator should call The Center (2-7828) to request materials or to ask questions.
- \* **The coordinator organizes the scheduling and administration of all TEVAL student ratings** within the department. A separate sheet (Administering TEVAL Student Ratings) outlines suggested procedures for presenting the student ratings to classes.
- \* **TEVAL Faculty Information Forms (FIFs) must be properly coded by the course instructors.** They are the only ones who can answer items A-L, which are displayed in Part I of the TEVAL Report. A separate sheet (TEVAL FIF Instructions) provides items A-L and instructions for completing the FIF. TEVAL Reports cannot be processed unless FIFs are correctly completed, so we strongly recommend that the coordinator check the coding before class sets are forwarded.
- \* **When all of the departments TEVAL's have been administered, class sets are packaged as indicated below and delivered for processing to The Center in 215 Fairchild Hall.** Do not leave completed forms where they can be seen.

*NOTE: Sending class sets one at a time nearly always extends the return time for a department's reports. Only in special circumstances should they be forwarded separately.*

1. For each class, stack the student survey forms so that the lower-right corner cuts are in the same position. Place the appropriate Faculty Information Form on top. Do NOT send the FIF at a different time as that will delay processing considerably. Do NOT fold or staple the forms.
  2. Alphabetize the class sets by the instructors' last names. Stack the sets so that the corner cuts will match.
  3. Deliver the class sets in envelopes or boxes. Edges of the sheets must be protected from damage that would make scanning difficult or impossible.
- \* **The Center returns TEVAL Reports directly to the instructor after the semester deadline for grade sheets to be submitted.** The only time The Center deviates from this procedure is when the faculty member has sent us explicit written permission to do otherwise.