
TEVAL FIF INSTRUCTIONS

TO THE COURSE INSTRUCTOR:

No TEVAL Report can be processed without a completed Faculty Information Form (FIF). The correct coding of the FIF is your responsibility, and one must be completed for each class. Do NOT fold or staple the Faculty Information Form. For timely processing of the TEVAL Report, the FIF must be sent to the Center for the Advancement of Teaching and Learning along with the student survey forms.

Responses to items A-L (listed below) are included in the TEVAL Report in the *Instructor's Description of Class* as an optional section. If you decide to answer items A-L, mark your responses in the box at the lower left corner of the FIF. If you do not answer these items, that section will be left blank on your Report.

NOTE: Select only one response per item, with the exception of Item A.

- A. This class is best described as:**
(choose as many as apply)
- | | |
|---------------------|------------------|
| 0. lecture | 5. studio |
| 1. seminar | 6. clinic |
| 2. skills/activity | 7. tutoring/help |
| 3. laboratory | 8. practicum |
| 4. field experience | 9. other |
- B. For a course of this type, the number of students in the class was:**
0. much too large
 1. too large
 2. about right
 3. too small
 4. much too small
- C. The physical facilities in which the class was held were:**
0. exceptionally good
 1. satisfactory
 2. less than adequate
 3. unsuitable
- D. How many times prior to this semester have you taught this course?**
0. none
 1. 1
 2. 2-3
 3. 4 or more
 4. I have taught the course before but more than 2 years ago.
- E. If you have taught this course previously, was your approach this time significantly different?**
0. yes
 1. no
- F. Compared with others in your department, how would you describe your teaching load this semester?**
0. very heavy
 1. heavy
 2. average
 3. on the light side
- G. How did you feel about teaching this course?**
0. I was really enthusiastic.
 1. I wanted to.
 2. I didn't mind -- was neutral.
 3. I was not looking forward to it.
- H. Did you make the decisions regarding course objectives, textbooks, assignments, and exams?**
0. Yes -- I was responsible for all decisions.
 1. Cooperatively -- I was one of a team.
 2. Partially -- Some decisions were made by a department committee.
 3. Partially -- I assisted the major instructor.
 4. No -- I had no part in the decisions.
- I. Differences in the educational background and preparation of the students were:**
0. not a problem
 1. a minor problem
 2. a major problem
- J. In general, student enthusiasm in this class has been:**
0. very high
 1. high
 2. moderate; neither high nor low
 3. mixed; both high and low
 4. low
 5. very low
- K. In general, student effort to learn in this class has been:**
0. excellent
 1. satisfactory
 2. variable; sometimes high, sometimes low
 3. inadequate
- L. Indicate whether you have used the space provided on the Faculty Information Form to describe any circumstances essential for interpreting the student ratings of your teaching and this course. There will be a "flag" on the TEVAL Report to indicate how you have responded to item L. The FIF will be returned with the TEVAL Report.**
0. No additional comments.
 1. Comments written on the FIF.