

# INSTRUCTIONS FOR COLLEGES AND DEPARTMENTS PARTICIPATING IN UNIFORM TEACHER/COURSE EVALUATIONS

## Departmental Responsibilities

The college/department should collect all evaluations from the classes as they are conducted. *Each college/department should communicate to instructors that they should not be present during the evaluation and should not handle the evaluation materials.* Please designate a contact person and a place where forms are to be returned during working hours, and if possible, make arrangements for receiving the forms for evening classes after regular office hours.

Written comments on separate sheets, as well as any other supplemental sheets should be retained by the department. Because the forms have a section for comments, it will be necessary for you to pick up your forms from the Computing Center after they are scanned to process the student comments. After the data being scanned and checked (After the semester ends), Institutional Research Office will notify the college/department to pick up the scanned data and will receive the analysis via emails.

Questions 37 through 49 on the form are available for use by the college, department, and individual instructor in that order. If supplementary questions are used, please distribute those forms for administration at the same time as the UK evaluation.

As evaluation forms come in, please check that the forms are all turned in the same direction. Forms not stacked properly cannot be scanned.

When all evaluations have been received, please deliver them to Data Coordination in Room 59 of McVey Hall (Computing Center). It is important to include the enclosed Data Entry Scan Request Form with the evaluation forms or the evaluation forms may get misplaced. The form can be downloaded at IR website <http://www.uky.edu/IR/dsi/tce/Data%20Entry%20Scan%20Request%20Form.pdf> . **BE SURE TO INCLUDE A DATA ENTRY SCAN REQUEST FORM WITH EACH BOX OF EVALUATION FORMS. PLEASE DO NOT MAIL THE EVALUATION FORMS TO COMPUTING CENTER.**

Please communicate these deadlines and arrangements to your instructors as you distribute the rating forms.

## Instructor Responsibilities

The instructor should see that the scan sheets are passed out to the class and that the instructions for completing the evaluation are communicated to the class. The presence of the instructor influences the student rating results; therefore, please leave the room during the process.

**Where the department has not already done so, the instructor should designate a person to gather up the completed evaluations and comments and return them to the designated contact person in his or her college or department.**

**PRELIMINARY INSTRUCTIONS FOR FACULTY  
ADMINISTERING THE TEACHER/COURSE EVALUATION**

*Teacher Course Evaluation forms must be returned to your department or college office immediately so that they may be delivered to Data Coordination, 59 McVey Hal on time.*

**\*\*\*PLEASE DO NOT MAIL FORMS TO COMPUTING CENTER OR TO INSTITUTIONAL RESEARCH OFFICE, OTHERWISE DATA WILL NOT BE RECEIVED.**

**\*\*\*PLEASE DO NOT MAKE PHOTO COPIES OF THE FORMS.**

**\*\*\*PLEASE DO NOT MAKE CHANGES ON THE COURSE ID AND INSTRUCTOR NAME**

**\*\*\*IF YOU HAVE QUESTION, CALL INSTITUTIONAL RESEARCH AT 7-4110**

1. Where the department or college has not already done so, designate a proctor to return the completed forms to the department or college office, as instructed by your department chair, immediately after the evaluation. More detailed instructions for the proctor are in the section "Directions for the Designated Proctor."
2. Ask the proctor to distribute the following to all students:
  - Scan sheets
  - Supply of #2 pencils
  - Supplementary questions for items 37 - 49 (if using)
  - Essay forms (if using)
3. Where appropriate, please read the following directions to the class:
  - "So that the confidentiality of your responses can be maintained, do not begin until I have left the room. When you are finished, (name of proctor) will gather up the completed evaluations, seal them in an envelope, and deliver them to the departmental (or college) office."
  - "Please do not talk during the evaluation."
  - "Only markings from a #2 or softer pencil can be read by the scanning machine; therefore, use one of the #2 pencils provided to complete the scan sheet."
  - "Results of the evaluations will not be available to me after the semester ends, long after grades are submitted. Comments will be typed before I read them."
4. Give the proctor the "Directions for the Designated Proctor," along with the evaluation materials, and leave the room.

**DIRECTIONS FOR THE DESIGNATED PROCTOR**  
**ADMINISTERING THE TEACHER/COURSE EVALUATION**

1. Tell the students that they have approximately 15 minutes to complete the form. If the instructor has not already done so, please read to the class the following:

"Please do not talk during the evaluation."

"Only markings from a #2 or softer pencil can be read by the scanning machine; therefore, use one of the #2 pencils provided to complete the scan sheet."

"Results of the evaluations will not be available to the instructor until the semester ends, long after grades are submitted. Comments will be typed before they are read."

2. Ask the students as they turn in the forms to stack them face up and turned in the same direction. Forms not turned in the same direction cannot be scanned.

3. When the last student has finished, gather up all the evaluation materials, including extra blank forms, pencils, completed scan sheets, essay forms (if used), and supplemental question sheets (if used).

4. Put the evaluation materials in the envelope provided.

5. Seal the envelope and immediately take it with all other materials and pencils to the place designated by the department or college.

Departmental person and address to which the forms should be delivered:

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*Thank you for agreeing to proctor this evaluation. Your participation is essential in carrying out the teacher/course evaluation of instruction. Your assistance is greatly appreciated.*