Texas Tech University

Instructions for Student Evaluation of Course and Instructor

Evaluation forms must be delivered to the Computer Center no later than the last day to submit grades for each semester.

The evaluation forms and cover sheets can be completed with pencil or blue or black ink.

Do not use ink that will soak through the paper such as felt tips.

1) The survey is intended for use in all organized sections.

2) The student answer sheets are RED. (Do not use any other color of student answer sheets, as they will not scan. Photo copied forms will not scan.) Do not staple, paper clip, or fold the forms as any tears will cause them to be rejected by the scanner. Please remove any sticky notes before forwarding the forms to the Computer Center.

3) After completion by the students, someone other than the faculty member should return the forms to the academic department’s office. Faculty members should not be in possession of the evaluation sheets after they are completed by the students, until grades have been posted. Please see attached instructions.

4) Please note that we have a spice cover sheet. This new coversheet incorporates the CRN number for each course while also allowing the evaluation of sections taught by more than one instructor. By adding a field for the instructor’s TTU ID, we are now able to differentiate between instructors teaching the same section.

Note that the spice forms are already filled in with the data for each section, only classes coded as Lecture, Lab, and Seminar (schedule type = LEC, LAB, or SEM on form SSASECT in BANNER) will receive pre-coded spice sheets unless otherwise requested.

Personnel in each department’s office should place the appropriate pre-coded spice cover sheet for each section on the top of the red questionnaire sheets for that section after they are returned to the departmental office. A cover sheet is required for EVERY section evaluated. We suggest that all section sheets be placed in a clasp envelope labeled with the course, section number, and instructor name.

PLEASE BE SURE THE COVER SHEET IS ON TOP OF EACH SECTION OF THE EVALUATION FORMS.

If the cover sheet is not on top of the evaluation forms, only those forms under the cover sheet will scan.

PLEASE LEAVE ENVELOPES OPEN. DO NOT CLASP OR SEAL.
5) The instructor shown on form SSASECT block 3 as of the 20th class day is the instructor of record. This is the instructor that will be printed on the cover sheets. If the instructor of record is incorrect as of the 20th class day, the pre-printed cover sheets will be incorrect as well as the final reporting.

If a section is taught by two or more instructors:

Have each student complete a separate student answer sheet form for each instructor that wants to be evaluated. Complete a cover sheet for each additional instructor that is to be evaluated.

Be sure that all bubbles are filled in correctly and be sure to include the instructor’s TTU ID number on all cover sheets for that section.

The addition of the TTU ID will be the only way to differentiate between instructors for that section. TTU ID numbers are not required for classes that are taught by only one instructor.

Please do not forward cover sheets to the classroom. Wait until the evaluations come back to your office before cover sheets are added.

6) If you wish to complete evaluations on a section for which you do not have a pre-printed cover sheet, please complete one of the blank cover sheets we have included with your packet. Be very careful when completing the blank cover sheets. Term, CRN, and course must be bubbled in correctly. (Do not photo copy cover sheets or evaluation forms. They will not scan.) Additional blank cover sheets or student evaluation sheets can be obtained by calling Institutional Research at 742-2166.

7) Hold all forms until all sections in your department have been received. Only after ALL completed evaluation forms have been collected for your department should the evaluations be forwarded to the Computer Center for scanning. (Sending one section at a time to the Computer Center will lead to double scanning and invalid data.) Place them in envelopes or boxes (please do not seal the envelopes) as necessary and label them clearly as follows: (You can also use the mailing label provided in your packet.)

Evaluations
Computer Center
MS 3051

BE SURE TO INCLUDE A RETURN ADDRESS, CONTACT NAME AND PHONE NUMBER!!!!

8) You can then contact MailTech and they will pick up and deliver your forms to the Computer Center. Please call 742-2286 or 742-2287 and let them know you have evaluation forms ready to be taken to the Computer Center and where they can be picked up. Any applicable charges will be billed to Institutional Research.

If you prefer, you can deliver the completed evaluation forms to the Computer Center yourself. The Computer Center is located on the west side of the Engineering Key, north of the Engineering Center.
9) After the Computer Center has scanned your forms, you may pick them up or have them returned to you via campus mail. Just let them know which you prefer. Any charges from MailTech for returning your forms will also be paid by IR.

10) After all evaluations have been scanned, IR will email you copies of two reports: one showing all sections for which there was a pre-printed cover sheet that did not scan and one showing all sections that scanned properly. **Please check both reports carefully.** If you have a section that did not scan, please let us know and we will work with you to determine the problem. If all sections scanned correctly, please acknowledge that information so that we can mark you off our list.

**Please be aware that if you complete a hand-written cover sheet, the non-scanned report will not have record of that cover sheet if it does not scan correctly.** Keeping a reference list of all hand-written cover sheets will be beneficial.

11) Once the evaluation forms have been scanned and returned to the departments, they should be retained in the departmental office for at least six years. OP 32.32, No 3, paragraph C.

12) **Please forward this information to all those in your department involved in Student Evaluation of Course & Instructor.** If you have questions or if we can be of any assistance, please call Kerri Ford or Mary Elkins in IR at 742-2166 or contact us through email.

13) **Please return ANY unused student answer forms and cover sheets to Institutional Research (MS 2017).** We ask that you do not hold them in your departments. This will allow us to better control the amount of forms that must be re-ordered and better ensure the quality of the documents for each semester.

These instructions and examples of all forms can be found on our web site at: [http://www.irim.ttu.edu/StudentEvaluation.php](http://www.irim.ttu.edu/StudentEvaluation.php)

**THANK YOU!**