

Administration of the Instructor Evaluation Instrument

The purpose of the [Instructor Evaluation](#) instrument is to provide administrators and teaching faculty with student generated information on the quality of instruction, which faculty will use in compiling their annual report portfolios. Please use the process below for administration of Instructor Evaluations. Notice that online surveys are available for all courses. A pilot administration of the online instrument in Spring 2004 showed that there is no significant difference between student responses on the Scantron® and online instruments. The online instrument has the major advantage that we can turn around the results in a very short period of time. Therefore, please encourage your students to bring their laptops to class on the day of the instructor evaluation. For on-campus classes that are not in model classrooms, students will have wireless access to the network and to the online instructor evaluation instrument.

1. **Delivery Format and Timing:** Instructor evaluations for all classes and instructors can be completed online during a designated class meeting from October 25 to November 6. Instructor evaluations can also be completed in class using the paper Scantron® forms. Scantron® forms are considered backup for the online instrument.
 2. **Number:** Each individual faculty member will select two course sections for evaluation in any semester/term, in consultation with the appropriate administrator. Additional sections may be evaluated at the discretion of the faculty member and the department or college/school.
 3. **Custom Questions:** For on-campus classes, individual faculty members or departments or schools may choose to add up to three custom questions. Custom questions must be worded to fit the “strongly agree” to “strongly disagree” scale. If you choose to add custom questions, it will be the responsibility of the individual faculty member or of the school/department to supply the students with copies of the questions.
1. **Designation of a Time-Slot for Administration of the Online Evaluations:** For online courses, the evaluation instrument will be available to students for the entire time period of October 25 – November 6 (any particular student will be allowed to submit a survey only once). For on-campus courses, you can select the class period that you want designate for administration of the survey by logging into the DUCK at <http://duck.clayton.edu>. Choose “Faculty Services,” click on “Update Your Surveys,” choose “Fall Semester 2004,” pick from the appropriate menu the class period when you would like to administer the survey, and then click on “Update.” If you do not use this procedure to select a class period for administration of your survey, we will assume that you want to administer the survey during last class meeting of the October 25 – November 6 time period.
 2. **Administration of Online Evaluations (Including Online Courses):** Students should log into the DUCK; select “Course Surveys”; and then select the “Instructor Evaluation Survey” for your course. Students will have to answer all the questions in the survey. For on-campus classes, instructors should leave the classroom while student monitors administer the online instructor evaluations.
 3. **Administration of Scantron® Forms:**
 - a. Faculty should pick up an envelope containing the instructor evaluations and Scantron® forms from the school/department office. The envelope should be clearly marked with the faculty member’s name, the course, and the CRN for the course.
 - b. Student monitors should distribute the forms to the class and then deliver the envelopes to a designated individual in the school/department office as soon as the evaluation process is finished.
 - c. Instructors should leave the classroom while the student monitors administer the instructor evaluations.

Clayton College & State University Student Evaluation of Instructor

Your responses to this questionnaire play an important role in Clayton State's effort to achieve and maintain excellence in instruction. The anonymous feedback you provide will be made available to the faculty member(s) only *after* grades have been submitted for the semester.

Instructor _____

Course CRN _____

Semester _____

	Hardly Ever	Seldom	Sometimes	Frequently	Almost Always
1. The instructor was well prepared.					
2. The instructor gave clear explanations of the course content.					
3. The instructor maintained close agreement between the stated objectives of the course and what was actually taught.					
4. The instructor was enthusiastic about teaching the course.					
5. The instructor set high standards of achievement for students.					
6. The instructor created an atmosphere in which students felt free to ask questions or express opinions.					
7. The instructor was accessible to discuss course related issues, either in person, by electronic means, or by telephone.					
8. The instructor demonstrated effective oral communication skills.					
9. The instructor demonstrated effective written or electronic communication skills.					
10. The instructor's syllabus clearly stated the course requirements.					
11. The instructor demonstrated knowledge of the subject matter.					
12. The instructor demonstrated a genuine interest in and concern for students.					
13. The instructor's assignments helped me learn the course content.					
14. The instructor's graded tests and assignments matched the content taught in the course.					
15. The instructor's management of the classroom or online learning environment was conducive to learning.					
16. The instructor provided helpful feedback on graded tests and assignments.					
17. The instructor provided timely feedback on graded tests and assignments.					
18. The instructor used a variety of teaching methods that engaged students in the course.					
19. The instructor's use of technology helped me learn the course content.					
20. The instructor met the class as scheduled, either on campus or online.					

	Hardly Ever	Seldom	Sometimes	Frequently	Almost Always
Custom question #1					
Custom question #2					
Custom question #3					

Comments
