

Implementing New Evaluation Procedures

In Fall 2005 we will begin to implement the new evaluation process procedures that were approved last year by the faculty. All faculty should be aware of the new procedures and responsibilities for processing evaluations of students. Listed below is the new process that will be implemented for Fall 2005.

1. Faculty Identify team members responsible for Student Evaluations

No later than Week 8 of the quarter the program coordinator of team-taught programs will need to complete a program list that they receive from Registration and Records to identify which faculty member will be writing each student's evaluation. Faculty will submit it directly to Registration & Records or to the program coordinator's Program Secretary.

2. Faculty Use Evaluation Submission Guidelines

In order to facilitate effective processing with the new evaluation process, the Evaluation Process Review Committee developed guidelines for how faculty should format evaluations when they turn them into the Program Secretaries. Following this format will help Program Secretaries process the evaluations. **For instance, the Program and Course Descriptions should be included in your evaluation and the Individual and Internship Learning Contracts and Field Supervisor letters will no longer be attached to the evaluations. (See attached Submission Guidelines)**

- a) Continuing Faculty must, within two weeks of the end of the evaluation week in which an action is needed, submit to their Program Secretaries one of the following for every student:
 - a final and completed written evaluation of the student and appropriate program description for the student,
 - a report of No Credit,
 - a report of an Incomplete due to unfinished student work (see Section 7.625 of the Faculty Handbook).
- b) Adjunct Faculty teaching courses must submit completed evaluations to the Program Secretaries as early as possible, and no later than Friday of evaluation week.
- c) Visiting Faculty teaching in programs must submit completed evaluations to the Program Secretaries no later than the Friday of evaluation week in their last teaching quarter.

3. Program Secretaries Receive & Review Evaluations

The Program Secretaries will log evaluations, Incompletes and No Credits as they come in and prepare them by using the automated Evaluation Processing System.

They will proceed to review evaluations based on the Checkpoint Review Criteria and then evaluations will be sent electronically directly to Registration & Records. Faculty will receive copies of their evaluations of students as soon as the Program Secretaries process them.

Faculty will have the opportunity to review, edit and correct the 'faculty copy' of the evaluation and contact his/her Program Secretaries within five working days of receiving the copy. If a transcript has already gone out, the only changes that will be accepted are those that change the content language or equivalencies to the students' evaluations. This is due to the fact that Registration and Records will need to retrieve the transcript from its recipient(s).

4. Registration & Records Post Credit

Registration and Records will post the credit and mail the student's copy of the evaluation to the student.

5. Student turns Self-Evaluation in to Registration & Records

Program Secretaries will no longer be collecting student self-evaluations. Students will be responsible for turning in their self-evaluations to Registration and Records. Faculty may take the risk of collecting them and turning them in to Registration; however, the students will still be ultimately responsible for making sure their self-evaluation is turned in.

Although Faculty Handbook policy (section 7.624 – Student Self-Evaluations) states that all students must write a self-evaluation, each faculty or teaching team will decide if it is required for transcript. Faculty requiring the student self-evaluation for transcript should notify their Program Secretary of the requirement **as early in the quarter as possible**. Faculty will submit his or her evaluation of the student to the Secretary at the end of the quarter or when the student leaves the program. The Program Secretary will put a hold on the student's record and process the evaluation of the student. Registration and Records will see that the record is on hold, check to see if the student has turned in the self-evaluation, and post the credit. If the student self-evaluation has not been received by Registration and Records, they will immediately give official notification to the affected student that his or her self-evaluation is missing, and no requests for transcripts will be fulfilled until the student submits the self-evaluation to Registration and Records. **A copy of the student self-evaluation will be sent to the faculty when it is posted to the transcript.**

More information and updates will be shared with faculty as we implement the new changes.

Questions about the new evaluation process? Contact Eddy Brown (x. 6972) or Amy Betz (x. 5870) in the Deans Area.

Evaluation Submission Guidelines

Format for EVALUATIONS OF STUDENT to be submitted to Program Office.

Please use Block style, Arial Font Size 10 for all of your evaluations. Arial Font is the current standard for evaluations.

Student Name: Last Name, First Name (No Initials)
Program, Course or Contract Title:
Quarter(s): Fall, Winter, Spring 0000 - 0000 (List Academic Year)

DESCRIPTION:

Faculty: List all faculty teaching in program (Full Name, Degree Optional)

TEXT HERE

EVALUATION:

Written by: Full Name(s), Degree Optional

TEXT HERE

EQUIVALENCIES:

TOTAL CREDITS EARNED: List Total Here

Example:

- 4 – Text Here
- 2 – Text Here

Changes starting Fall Quarter 2005:

New for 2005:
Program Description is included in evaluation. List all faculty teaching in program or course.

New for 2005:
No attachments will be submitted. All individual and internship learning contracts will be summarized in the description section. All individual and internship **contract titles should be listed in BOLD within the Description.**

New for 2005:
Name of faculty who wrote evaluation will be listed here above actual evaluation narrative. **There will be no faculty signature.**

New for 2005:
No attachments to evaluation will be submitted. Faculty's narrative evaluation will include excerpts or full text from the Field Supervisor's evaluation of student.

New for 2005:
Note the faculty-approved changes to signify upper-division credit.

Special Note for Upper Division:

Use an * in front of a science equivalency that qualifies as upper-division for the Bachelor of Science degree. To note upper-division for equivalencies that are not science, use descriptors such as advanced or senior-level. Reference to non-science upper-division work must also be made in the description and/or the evaluation text.

EXAMPLES OF FORMAT CAN BE FOUND ONLINE AT:
www.evergreen.edu/deans/newevaluationprocess.htm