



**HANDBOOK
for
SCANNING FACULTY/COURSE
EVALUATIONS**

**Office of Academic Assessment
253 Luther Bonney Hall
Portland, Maine 04104-9300
207-780-4713 (Scanning Services)**

PROCEDURES TO SUBMIT FACULTY/COURSE EVALUATIONS

General Instructions for Completion of All Forms (Green Evaluation, SIR II, and LAC):

1. Use only number 2 pencils
2. Completely fill in the bubbles
3. Make no stray marks
4. Do not wrinkle, tear, or fold the forms
5. Do not fasten with clips or rubber bands
6. Protect corners
7. Store the forms flat, preferably in a box

Instructions:

1. **Organize forms so that all courses for a given instructor are submitted together.**
2. **Complete a blue header sheet** ("General Purpose Pearson NCS Answer Sheet Form #4521) **for each class section.**
 - In the NAME section, print the instructor's LAST NAME followed by FIRST initial, no spaces.
 - Be sure the instructor's name is spelled identically on each blue header sheet used for each of the instructor's courses.
 - Team taught courses should include both instructors' names on the same line (See sample).
 - Enter the COURSE/DEPARTMENT LETTERS in the LAST 3 boxes of the same line. (ex. ENG)
 - Under BIRTHDATE, under DAY, enter the number of the semester in the FIRST box.
1 = Fall, 2 = Spring, 3 = Summer
Under YEAR, enter the last 2 digits of the calendar year in which the course took place (NOT the academic year).
 - Under IDENTIFICATION, enter the 3-digit course NUMBER in the FIRST 3 boxes. (ex. 120)
 - Under SPECIAL CODES, enter the CRN NUMBER in the first 5 boxes.
 - LEAVE THE RESPONSE SIDE BLANK.
3. **Place the blue header sheet face up, with the timing marks of the header sheet aligned with those of the evaluations.** Timing marks are the heavy black dashes that run along the bottom (or long side) of the form. The evaluation forms also should be face up (the side that the students complete).
4. **Remove blank forms and those that are improperly completed; remove forms that are torn, wrinkled, folded, or damaged.**
5. **Complete the "Cover Sheet for Submitting Faculty Evaluations."** (See next page)
 - Please be sure to complete all the information asked on the cover sheet form so that your forms can be scanned efficiently and correctly.
 - This cover sheet must accompany each packet of evaluations from your office or department.
 - Do not staple forms or fasten together with clips or rubber bands.
6. **Mail forms to Office of Academic Assessment, 253 Luther Bonney Hall, Portland Campus.**
 - Submit evaluation forms for all courses for your department at the same time.
 - Do not include multiple semesters in one package.



UNIVERSITY OF
SOUTHERN MAINE
ACADEMIC ASSESSMENT

COVER SHEET TO SUBMIT FACULTY/COURSE EVALUATIONS

* Please complete the entire form.

To the department submitting the evaluations:

Please check that evaluations for the department are complete, face up, with header sheets placed face up for each class section, with timing marks aligned, and with damaged or incomplete forms omitted.

Today's Date _____

Person Submitting Request _____

Campus Address _____

Department _____

Phone Number _____ **E-Mail** _____

Semester of the Evaluations _____

***You will automatically receive output reports via the e-mail listed above. Each department will receive a separate PDF file for each course and one overall PDF file.**

Check here to receive one hard copy.

Special Instructions for Scanning Services _____

Mail your submittal to:

Office of Academic Assessment
253 Luther Bonney Hall
Portland Campus

Contact Academic Assessment, Scanning Services at 780-4713 with questions or concerns.