



Evaluation Process

Academic Departments Prepare & Distribute Evaluation Packets

1. Retrieve current enrollments via DSIS or ISIS
2. Prepare summary sheet for Dean's Office
 - ↪ Include on Summary Sheet:
 - Course Number
 - Course CRN
 - Instructor Name
 - Number of Students
 - Day, Time and Location of Class
 - Department/Department Contact
3. Prepare Packet for each course
 - ↪ Label large envelope in upper left hand corner:
 - Course Number
 - Course CRN
 - Instructor Name
 - Number of Students
 - Day, Time and Location of Class
 - Department/Department Contact
 - ↪ Return Label in middle; addressed to Dean's Office
 - ↪ Include in each Packet:
 - One Teal Evaluation Sheet per enrolled student
 - One signed evaluation form per enrolled student
 - One golf pencil per enrolled studentEnclose pencils in plastic reclosable bag
Label with return address for department
Unlabeled pencils will be discarded
4. Obtain cover letter from Dean; one per faculty member
5. Distribute Evaluation Packets to Faculty

Course Label Example

Smith, S. P7777 EDU 655
T 4:10P- 6:40P BAIL 321
33 PED/K. Schorr

Return Label for Packet

Please Return to:
CEHD Dean's Office
8 Bailey – Gorham
Basement (Elevator Entrance)
After hours use mailroom box

Faculty Coordinate Evaluations

1. Faculty member will deliver evaluations to class
2. Faculty will arrange for a student to return completed evaluations to the Dean's Office.

Returning Evaluations

For Gorham classes, the mailroom box, in basement, should be used. For evening classes on the Portland campus or for classes held off-site, ask the instructor to contact you about the best way to get evaluations returned to the Dean's Office (by USPS in a pre-paid envelope, a trusted student, etc.). It may be that the instructor returns the evaluations to campus after a student collects them and places them in the envelope provided, and seals it.



Dean's Office Sorts Evaluations

1. Dean's Office notes receipt of each packet
2. Sorts each packet
 - ↳ Comment sheets are removed and held in Dean's Office
 - ↳ Teal evaluation sheets are placed back into packet
3. Dean's Office sends packets back to appropriate academic department

Academic Departments Prepares Evaluations for Academic Assessment

Department prepares course evaluations for scanning following the procedures dictated by Academic Assessment (<http://usm.maine.edu/testing/scanning/procedures.html>). Department follows-up on missing evaluations with individual faculty.

A complete set, with a blue cover sheet prepared for each course, is returned to the Dean's Office.

Dean's Office sends evaluations to the Office of Academic Assessment on the Portland Campus.

Academic Assessment returns summaries to Dean's Office.

Dean's office breaks down the summaries

Process for CEHD Full-Time Regular Faculty

1. One set sent to individual faculty member
 - ↳ Summary
 - ↳ Signed Comments
 - ↳ Unsigned Comments
2. One set filed in personnel file in Dean's Office
 - ↳ Summary
 - ↳ Signed Comments

Process for Part-Time Faculty

1. One set sent to Academic Department for review
 - ↳ Summary
 - ↳ Signed Comments
 - ↳ Unsigned Comments
2. Department AA will deliver to instructor
3. One set filed in personnel file in Dean's Office
 - ↳ Summary
 - ↳ Signed Comments

Please note: Original unsigned comment sheets will be sent in a sealed envelope to the instructor; copies will not be made.



Evaluation Process

Notes:

Weekend College - CEHD departments are responsible for preparing course evaluations for their instructors teaching in Weekend College.

Online courses – Instructors provide students with online evaluation form and instruct students to return them (via email) to Dean’s Office (Christina Spellman, Spellman@usm.maine.edu). Departments may have responsibility for compiling the results of online evaluation.

Distance Education (compressed video/ITV/polycom – University College prepares the evaluation forms. The completed forms are returned to Ann Clarey’s office; Ann sends the evaluations to the Dean’s Office. Process is then the same.

Off-Campus Programs. Centers prepare evaluations forms for courses taught there. Forms are sent to CEHD Dean’s Office. Process is then the same.

Summer Session – The Summer Session prepares and tabulates evaluations for courses offered on that campus. Two copies of the summary for each CEHD course is sent to the CEHD Dean’s Office. One copy is filed in the personnel file; one copy is returned to the instructor.

LAC – LAC prepares and tabulates evaluations for courses offered on that campus. Two copies of the summary for each CEHD course is sent to the CEHD Dean’s Office. One copy is filed in the personnel file; one copy is returned to the instructor.

Task	Responsible Party
Prepare evaluation packets	Academic Department
Dispense packets to faculty	Academic Department
Collect and record evaluations	Dean’s Office
Separate the comment sheets	Dean’s Office
Prepare blue sheets	Academic Department
Send evaluations (with blue sheets) to Academic Assessment	Dean’s Office
Sort summary sheets, attach comment sheets	Dean’s Office
Send summary sheets with written comments to faculty or academic department	Dean’s Office