

Teaching Evaluation Policies and Procedure

Teaching evaluation forms should be handed out and collected at the end of the semester for **all classes** with three or more students including labs, zero-credit labs, recitations, and field courses. Separate teaching evaluations must be administered for each instructor and teaching assistant. These forms are available in Academic Affairs Office and may be picked up at your convenience. The general policy and procedures regarding these forms are as follows:

1. Instructors may add questions specifically targeting a department and/or a course, e.g., you might consider questions addressing the effectiveness of specific assignments or teaching techniques. These questions should be kept to a small number (2-3).
2. The evaluation form should be handed out during the last week of class. At least 10 minutes should be allowed for completing evaluations.
3. The following statement must be read when forms are handed out: *"Please take this evaluation of instruction very seriously. This survey has two important functions: Survey results provide feedback that can be used by your instructor to revise the style and/or content of the course. Survey results can also be used (along with other data) by your instructor's supervisor to evaluate his/her performance. Your instructor will NOT see these forms. Your ratings will be averaged with the rest of the class and your comments will be typed on a separate form along with those of other students. Your instructor will see the averaged ratings and the typed comments **only after** final grades are submitted."*
4. As part of the policy, a secretary or another designated person in the department, or a student should gather the forms and return them to the department secretary. It must be someone other than the instructor.
5. The department secretary will compile the data and type all comments verbatim on the *New Mexico Tech Evaluation of Instruction Summary Form* for each course. Copies of the summary forms are given to the instructor **after** grades have been turned in. Instructors **shall not** have access to the original forms even after final grades have been posted, nor should department chairs have access to the original forms for their own courses.
6. After grades are turned in, the summary form will be given to the instructor to be used in a constructive manner. The department chair and academic supervisor will also be given the summary form as part of the general evaluation of performance. Results should not be averaged across questions. We all recognize the difficulties in evaluating teaching effectiveness and it should be clear that these evaluation forms are only one of many tools to assess teaching performance.