

Note: This Appendix must be read in conjunction with Appendix F Addendum (page 248)

APPENDIX F FACULTY/COURSE EVALUATION

A. FACULTY / COURSE SURVEY

This survey is used to obtain student opinion about teaching performance and course quality. Students will be provided with a form which contains the following questions, and no others. They will be asked to read each statement carefully and record the response that most accurately matches their opinion.

The Faculty Member	a	b	c	d	e	f
1. The faculty member presents the course material in a well organized manner.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
2. The faculty member demonstrates an enthusiasm for the course material.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
3. The faculty member responds clearly to student questions.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
4. The faculty member treats the students with respect.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
5. The faculty member deals fairly with the students in this course.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
6. The faculty member is available during posted office hours.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
7. Overall, the faculty member was effective.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
The Course	a	b	c	d	e	f
8. Rate the level of the course material.	Elementary	Somewhat elementary	Average	Somewhat Advanced	Advanced	Does not apply / No opinion
9. Rate the amount of material in this course.	Light	Somewhat light	Moderate	Somewhat heavy	Heavy	Does not apply /

						No opinion
10. The tests and other evaluations in this course provide a good measure of student accomplishment.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion
11. Overall, the course was worthwhile.	Agree	Somewhat agree	Neutral	Somewhat Disagree	Disagree	Does not apply / No opinion

B. PROCEDURES TO BE FOLLOWED IN OBTAINING STUDENT OPINION ABOUT TEACHING PERFORMANCE AND COURSE QUALITY.

1. The distribution and collection of the evaluative instrument is the responsibility of the Vice-Provost, Faculty Affairs.
2. The evaluation will be carried out in week 10, 11, or 12 of the semester. The week of the evaluation is to be noted on the course outline distributed and also announced at the beginning of the semester. Faculty members may alter the announced date, provided that they provide the students and the Chair/Director with no less than two (2) weeks notice of the new date on which the evaluation will be carried out, subject to the evaluation being carried out in week 10, 11 or 12 of the semester.
3. The evaluation form should be contained on a scanner sheet designed for this purpose, with both questions and space for responses on the same single sheet.
4. The scanner sheet will be pre-coded with faculty member, course and section on the sheets.
5. Evaluation forms will be forwarded to the faculty member who will arrange for a student to distribute and collect the forms in the class. It is suggested that the faculty member leave the room during the time when students complete this questionnaire. The faculty member should not interfere with the administration of the evaluations.
6. All evaluation forms, including blanks, will be collected in class, placed in an envelope, and sealed with the signatures of the faculty member and the student written across the seal of the envelope.
7. Evaluation forms will be delivered to a central location designated by the Vice-Provost, Faculty Affairs. The person receiving the forms will sign for them upon receipt. Processing will be the responsibility of the Vice-Provost, Faculty Affairs.

8. A summary of the results for each section surveyed shall be prepared. The summary should show a frequency distribution for the responses to each of the questions. These summary results will be sent to the faculty member. Any other distribution of the summary of results will be in accordance with the collective agreement.
9. Any issues of interpretation and/or application surrounding Faculty/Course Evaluations shall be dealt with by the Vice-Provost, Faculty Affairs.