

Student Instructions

for Faculty Evaluations

California State University, Long Beach
www.csulb.edu/spot



Thank you for administering the faculty evaluation forms to your class. Please follow the instructions below precisely to ensure the integrity of this process.

BEFORE THE EVALUATION

1. Verify the information at the top of the forms: *Course Name and Time, Instructor's Name*. If the information is incorrect, return the envelope to the department office.
2. Pass out the forms.
3. After the instructor has left the room, read aloud the instructions in the box below:

READ ALOUD:

"You are about to receive a form to evaluate your instructor. Your feedback is important and the results may be used to make curriculum and staffing decisions. Please note that Instructors will read evaluations only after semester grades have been submitted.

To preserve the integrity of this process, please follow these rules:

- *Do not write your name or other identifying information on the form.*
- *Do not share your evaluation form with others.*
- *Do not advise or instruct other students on completing the evaluation.*

To complete the form:

- *Use a blue or black pen or a #2 pencil.*
- *Since these forms are read by a scanner, make corrections by filling in the **INCORRECT** box completely and writing an **"X"** in the **CORRECT** box. See the example at the top of the form.*
- *Keep written responses within the borders of the provided text boxes so they can be properly scanned.*
- *If you require accommodation to complete the form due to a disability, contact Disabled Student Services for assistance **no later than the last day of instruction.***

AFTER THE EVALUATION

1. Gather all evaluation forms; do not leave any forms (completed or unused) in the classroom.
2. Place all forms (completed or unused) in the envelope facing in the same direction.
3. Seal the envelope by moistening the flap or with tape.
4. Sign your name across the flap to prevent envelope tampering.
5. Take the envelope to the department office immediately.