STUDENT EVALUATION OF FACULTY QUESTIONNAIRE POLICIES AND PROCEDURES

Policy Id:
FSR.008 - Student Evaluation of Faculty Questionnaire Policies and Procedures

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STUDENT EVALUATION OF FACULTY QUESTIONNAIRE
POLICIES AND PROCEDURES

Teaching faculty should allow 20 minutes of class time for students to complete the evaluation of faculty questionnaires.

The coded envelopes for classes will be sent to the department secretary. To indicate receipt of these forms, teaching faculty will be asked to sign a distribution receipt form. There will be a separate envelope for each section of cross-listed courses with exactly enough forms to match student enrollment.

Instructions For the Faculty

1. Faculty may remain in the room during the evaluation process but should not be in a position to observe any of the evaluations being carried out.

2. Select one student per section to supervise the distribution and collection of the questionnaires.

3. All envelopes should be brought directly to the Provost's Conference Room, Room 620T. All late envelopes should be brought directly to the Provost's Office, Room 621 T, along with a written explanation as to why they were not delivered on time.

4. Be sure to pick up a supply of #2 pencils from your department secretary. The evaluation forms must not be stapled.

Instructions for the Supervising Student

1. Each student is to receive one questionnaire. Remaining forms should be left in the envelope. (The forms must be completed in pencil; forms completed in pen will be discarded.)

2. The supervising student will collect the forms within 20 minutes, and record the number of questionnaires collected on the face of the envelope. After scaling the envelope, the supervising student should sign across the face of the envelope. Please return all pencils to your instructor or the department secretary.

3. The sealed envelopes are then to be brought to Room 620T, 6th Floor in the T Building. A mail box will be available outside Room 620T for those classes which meet during the 8th and 9th periods and on
Saturdays. All sealed envelopes should be placed in the mailbox during these periods.

**Instructions to Be Read to the Class Before the Questionnaires are Distributed**

The student evaluation questionnaires, which you are about to fill out, enable the instructor and the College to learn how students evaluate their instructors under conditions of confidentiality. It serves as a means of enabling instructors to improve their teaching techniques, and it provides an opportunity for outstanding teaching to be recognized. Also, the CUNY Board of Trustees requires that there be student input into the reappointment, tenure and promotion process for faculty members and this questionnaire is a major means by which John Jay College obtains such data.

Since the forms are pre-coded, students will not have to fill in the 5-digit SIMS code.

For each of the first 15 questions there is a response range from 1 to 5. In each case, the most desirable answer is 5 (strongly agree) and the least desirable answer is 1 (strongly disagree). The numbers 2, 3, and 4 provide shadings between #5 - strongly agree and #1 - strongly disagree.

Next to each of the 15 questions, completely fill in the oval (with a #2 pencil) that most closely corresponds to your judgment of the question. If you want to change your answer erase the incorrect mark completely before filling in the new oval.

Question 16 allows for any written comments that you may wish to add. Students should write legibly. Students are encouraged to write anonymous comments, which will be transmitted to your instructor next semester. The members of the department and college personnel committees will also review these comments.

The Confidentiality of each student is assured. Nonetheless, students do have the right to abstain from filling out the questionnaire. Attempts to influence the process or interfere with the evaluation should be reported immediately to the Office of Academic Affairs at extension 5401.