

NIU Course and Instructor Evaluations

STUDENT ASSESSMENT OF TEACHING EFFECTIVENESS

PACKET INSTRUCTIONS (FOR INSTRUCTOR)

University policy requires that a student assessment of teaching effectiveness be completed for your class. Please observe the procedure outlined below so that we may have reasonable uniformity of process.

1. Refrain from making comments to your classes about the evaluation process.
2. Deliver the envelope containing the rating materials to a student enrolled in your class. If possible, take a small supply of #2 pencils for use by the students who do not have them. Request that this student assume Responsibility for administering the rating scales in the exact manner outlined in the direction sheet attached to the envelope.
3. Leave the classroom while the students are completing the evaluation form.
4. For campus classes, the sealed envelope containing completed ratings must be immediately returned by the student who administered them to the department office or to another designated place.



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PACKET INSTRUCTIONS AND SCRIPT (FOR USE WITH N-510 ANSWER FORM)

Please utilize the following procedures exactly as presented below.

I. Read the following statement to the class:

The goal of the university is to recognize effective teaching as an important criterion in the evaluation of faculty members for matters of salary, promotion, and tenure. Your assessment of teaching effectiveness is an important part of that process; Evaluations will go to the personnel committee as well as to the faculty member after the semester has ended. Be fair and objective in rating your professor.

II. Distribute a rating sheet and an answer sheet to each member of the class.

III. Read the following directions to the class:

1. Use a #2 lead pencil to complete the answer sheet. Do **not** use ink.
2. Turn the answer sheet so that the front is up and the section for name is at the left.
3. In the boxes to the left titled **LAST NAME** print your instructor's last name. Print his/ Her initials in the **INIT** section. Blacken in the corresponding letter in the column below each letter of the name and initials.
4. On the line titled **DATE** write today's date.
5. In the **DEPT** boxes print the abbreviated department title.
6. Write the course number in the **COURSE** boxes, and the section number to the right of the class number.
7. In the first four or five spaces of the section of the answer sheet titled **ID NUMBER** write the class number of this course.
8. Blacken the appropriate space in the column below each number which you have written.
9. Now read and follow the directions on the question sheet.

IV. Collect the completed answer sheets and rating sheets and Place them in the attached envelope. Seal the envelope and inform the class that you are to return them to a central collection point for analysis.



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