

F83-2 STUDENT EVALUATION OF TEACHING

That for each set of class evaluations the faculty member, after reviewing the responses in the presence of the chair or the chair's designee, shall:

- (1) Retain all responses for his/her personal use in improving instruction; or
- (2) Authorize the department chair and the appropriate committee to include all the responses collected in his/her performance review or periodic evaluation of the faculty member; and/or
- (3) Authorize the department chair and/or appropriate committee to review all responses collected for the purpose of improving the faculty member's teaching effectiveness.

In no case will the written forms be made available to the faculty member before semester grades have been submitted. If the forms are to be used for performance reviews or periodic evaluations, a complete original set must be placed in the faculty member's personnel file and sent forward as a part of the