ZILBER SCHOOL OF Public Health DEPARTMENT EVALUATIONS

All department evaluations must be brought in as a group each semester. Evaluations you wish to have processed as a group must be dropped off at the same time. Evaluations dropped off at a later date, may not be included in the overall group statistics. SCHOOL OF Public Health has two groups: Faculty and TA’s. Each is a separate job.

1. Drop off evaluations at the front desk in Mellencamp Hall, room B28 along with a completed Evaluation Processing Form for both Faculty and TA’s, providing the requested information. This form is located on the Testing Center website at www.testingcenter.uwm.edu.

2. Each envelope should be clearly labeled with the instructor’s name and course number on the outside of the envelope.

3. The evaluations are separated by course. The first sheet is a green X-5 answer sheet, which serves as a header sheet for the scanning process. It is important for this sheet to be filled out correctly with the instructor's last name filled in and the course number and section number filled in the Identification field. The remainder of the sheet should be blank. Without this sheet, individual courses cannot be identified.

4. The following sheets are the answer sheets completed by students. These are green X-5 answer sheets that are marked with the student responses for the questionnaire. Sheets should all face the same direction.

5. Statistical reports are placed on Pantherfile for access.

Please plan on allowing three weeks for the processing of all evaluations. If the required / agreed upon format is not followed, the evals will be returned for correction. If there are minor discrepancies the process may take longer than the three-week turn around time. If you are planning to change the format of your department evaluations or use a pre-slugged, scannable sheet, you must contact Lisa Fugina in the Testing Center at x6388 the semester prior to implementation.

Thank you for your cooperation.