



Department of Enrollment Services
Testing Center

Mellencamp Hall
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School of Business Teaching Evaluations

Paper Process

Evaluations must be brought in as a set each semester. All evaluations you wish to have scanned and reported as a group must be dropped off at the same time. Evaluations for the same semester that are dropped off at a later date, may not be included in the overall group statistics.

1. Complete and Submit and [Evaluation Processing Request](#). Deliver evaluations to the front desk in the Testing Center, Mellencamp Hall, Room B28.
2. Blue and/or red custom evaluation forms are used.
3. Each course should be placed in an envelope and clearly labeled with the instructor's name and course number. Please submit the envelope in the same order listed on the Evaluation Processing Request.
4. Statistical reports are produced and placed on SharePoint for access.

Online Process

1. The Testing Center will send out announcements to departments prior to the evaluation period.
2. Departments will submit the [Evaluation Processing Request](#) with courses/sections and instructors (**subject, three-digit course number, and section number, otherwise the five-digit class number**) to be evaluated by the Testing Center no later than three weeks before the end of the semester.
3. The Testing Center will send out the online survey one week before the end of the semester including any incentive options made available to them.
4. The Testing Center will send reminder emails to non-respondents to complete the online evaluation.
5. Students will have one week to complete the evaluation due at 12 midnight of the last day of classes.

6.The Testing Center will process the data and provide reports via Survey Tracker and share on SharePoint.

Please plan on allowing three weeks for the processing of all evaluations. If the required/agreed upon format is not followed, the evaluations will be returned for correction. If there are minor discrepancies the process may take longer than the three-week turnaround time. If you are planning to change the format of your department evaluations you must contact Lisa Fugina in the Testing Center at 229-6388 the semester prior to implementation.

Thank you for your cooperation.