



Office of the Registrar  
Testing Center

Mellencamp Hall  
PO Box 749  
Milwaukee, WI  
53201-0749  
414 229-4689 phone  
414 229-6940 fax

## School of Social Welfare Teaching Evaluations

### Paper Process

Evaluations must be submitted as a set each semester. All evaluations you wish to have processed 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 the Evaluation Processing Request and drop off the evaluations at the front desk in the Testing Center, Mellencamp Hall, Room B28.
2. Each section should be placed in an envelope and clearly labeled with the instructor's name and course number. Please submit the envelopes in the same order listed on the Evaluation Processing Request.
3. Custom forms **(216842-2)** must be used. The forms must be filled in with the required information using #2 pencil. **Sheets should all face the same direction.**
4. Statistical reports are shared on SharePoint.

### Online Process

1. Complete the Online 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.
2. The Testing Center will send out the online survey and reminder emails to non-respondents to complete the online evaluation.
3. The Testing Center will process the data and provide reports via 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.

S:\Evaluations\EvaluationsInstructions for Depts. 07