

## **AGREEMENT**

### **TASK FORCE MEETING OF SEPTEMBER 10, 2001**

1. Attached are the recommended optional evaluation form and procedure for student evaluation of teaching that have been developed jointly by an MSUM Student, Faculty Association and Administration Task Force. These are entirely optional in that faculty members may choose:

- a. Not to use them at all;
- b. Use them in part or in conjunction with other measures of teaching effectiveness;
- c. Use them on a “stand alone” basis.

2. Faculty members may choose to specify in their Professional Development Plan that they will use this form and procedure as a means of evaluating their teaching. So choosing does not preclude faculty members choosing to use other measures as well. Faculty members and their deans may, through mutual agreement as part of the PDP, establish the frequency with which the evaluations will be administered; i.e., some or all courses, some or all semesters, etc.

3. To the extent that faculty members include this form and procedure in their PDP and comply with the PDP terms for use, deans agree not to use the student interview process.

## PROCEDURE

Under Minnesota State Law (MN Statute 13.02-13.05), the contents of student evaluations of faculty are confidential except to the extent specifically disclosed by faculty members. Departmental secretaries should take particular care to store evaluation materials in a secure location. Student workers shall not have any access to the materials.

Optional Standard Evaluation Forms will be distributed and collected as follows:

It is suggested that the evaluations be given to students during the final two weeks of the semester.

1. The faculty member
  - a. Distributes the evaluation forms and gives directions.
  - b. Asks for a student to return the forms in the provided labeled envelope (Faculty name, semester and year, course number and time) to the department secretary.
  - c. Leaves the room after asking designated student to take completed forms to the department secretary.
2. The department secretary
  - a. Receives the evaluations.
  - b. Sends the scantron sheets to the computer center.
  - c. Keeps the written comments in a secure place.
  - d. Upon receipt of the scantron information, makes copies of the statistics and sends them to the dean at the end of the semester.
  - e. Keeps the original statistics and written comments until after grades are handed in, then gives both to the faculty member.

**NOTE:** *THE SECRETARY IS TO GIVE INFORMATION ONLY TO THE FACULTY MEMBER AND DEAN UNDER STATE STATUTE .*

3. The faculty member
  - a. Provides the dean with photocopies of evaluation forms that contain the written comments (along with his or her progress report).