

# CAS Teaching Evaluations

## GUIDELINES FOR ADMINISTRATION

### Faculty

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1. As has been our long-standing practice, faculty must allow a time during a regular class period for students to complete evaluations. Although it would be possible for you to allow students to complete the form outside of class, please don't, because this will affect both the rate and the quality of responses.
2. Teaching Evaluations must be administered in all courses, except for independent study, activity courses, and other similar courses. These are at the discretion of the instructor.
3. Students should complete evaluations near the end of the term but not at the end of the last class period. Evaluations will be closed following the last day of class and cannot be completed during reading days or the finals period.
4. Students should be allowed enough time to make comments on the Teaching Evaluation Form (approximately 20-25 minutes).
5. The instructor will select a volunteer student proctor from the class and provide that student with the proctor instructions, which include a statement the proctor should read aloud to the class prior to starting the evaluations.
6. If the instructor supplies questions or forms in addition to the standard form, tell the volunteer proctor to hand them out after the class has completed the standard evaluation form online.
7. The instructor should leave the room after selecting a proctor and providing the login information. The proctor will let the faculty member know when the class has completed their evaluations.

Link for student evaluation access: <https://lclark.bluera.com/lclark>