



## MEMORANDUM

TO: Academic Department Chairs  
Dr. A. Priscilla Holland, Director  
Research, Planning, and Institutional Effectiveness

DATE: November 5, 2001

Office of Research Scantron Policy  
for Analysis of Faculty Evaluations

The Office of Research is routinely asked by academic departments to process their course/instructor evaluations. Please find attached a copy of the policy/guidelines that have been established in an effort to answer the most commonly asked questions by departments and in order for our office to process evaluations efficaciously.

Over the past year, we have begun instituting a standardized format for reporting the results of course/instructor evaluations. If a department's course/instructor evaluations are submitted to the Office of Research by the end of the final exam period each semester, a standard report will be completed by February 15 for Fall Semester and by July 15 for Spring Semester. Individual class and section sheets can be provided if requested, but these will be completed only after standard reports have been produced for all departments. Please see the attached policy for a description of the standard report and guidelines for requesting an optional report. *Attachment A* provides coding information which is necessary for processing the forms and producing the reports. *Attachments B, C, and D* of the policy are examples of the departmental and individual instructor summary sheets provided in the standard report. The Scantron Policy, with the list of codes, and the standard UNA Faculty Evaluation Questionnaire may be accessed from the Office of Research Web Site via the "Institutional Effectiveness" link, <http://www2.una.edu/research/>.

We will be pleased to meet with department chairs individually to discuss the coding or the process. If you have questions, please contact Todd Stanfield, Coordinator of Analytical Service, at extension 4954.

APH/go

attachments – (Policy/5 pages)

pc: Dr. Kaylene Gebert  
Academic Deans

Faculty Evaluations  
SCANTRON POLICY/GUIDELINES  
*Office of Research*

OBTAINING SCANTRON FORMS

- Scantron forms (F-158), used for faculty evaluations only, are available from Central Supply (Room 12, Bibb Graves Hall) at no charge to individual departments.
- Departments must complete the Intra-Campus Requisition form, submit the requisition to Central Supply to procure forms, and forward the requisition to the Office of Research (Room 17, Bibb Graves Hall) for payment.

SUBMITTING COMPLETED SCANTRON FORMS TO THE OFFICE OF RESEARCH

- All completed forms should be collected by the department (not by the Office of Research), removed from individual course/instructor envelopes, and submitted in one batch by the department to the Office of Research.
- Forms that are submitted after the original batch has been scanned will not be included in the analysis or reflected in the report.
- Every effort should be made to ensure that the forms are not wrinkled or bent. Forms that are mutilated often jam or damage the optical scanner.
- A memo detailing the desired analysis and report content must be included with the forms along with a copy of the Faculty Evaluation Questionnaire.
- Variables of interest must be coded directly on the Scantron form (see **Attachment A** for necessary information regarding coding). These variables include:
  - College Code
  - Faculty Number
  - Course Prefix Code
  - Course Number
  - Section Number

REPORT FORMAT

- Standard Format includes:
  - A department summary sheet (1 color copy & a .pdf copy) that shows the mean response to each of the standard university questions (Questions # 1 through 15), overall mean for each instructor (by code), and the department mean for each question see **Attachment B**).
  - Individual instructor summary sheets (1 color copy of each & a .pdf copy) that display the percentages and means for each standard university question (1 through 15) and overall mean. The individual means are compared to the department mean for that semester (see **Attachment C**).
  - Individual class statistics by instructor, by course and section (1 copy of each & a .pdf copy/**Attachment D**).
  - Requests for Standard Format reports, which are submitted to the Office of Research by the end of the final exam period each semester, will be completed by February 15 for Fall Semester and July 15 for Spring Semester.
- Optional Formats
  - Reports with optional formats will be completed only after standard reports have been produced for all departments.
  - Individual class and section sheets can be provided if requested.
  - Additional requested graphs or tables can also be provided
  - If a department's evaluation form includes more than the standard 15 questions, an original report will be completed with the standard 15 questions as per the above timeframe and results from the additional questions will be provided after all standard reports have been completed.
  - Electronic copies: Excel - SPSS

## CODING INSTRUCTIONS Scantron Forms

All Scantron forms are run through the Scantron machine in a batch process for each department. Students must use a No. 2 pencil for completing these forms. Each form must be coded with the necessary information to provide the appropriate feedback.

A ten-digit code is required, identifying college, course prefix, course number, course section, and faculty member. A typical ten-digit code would be interpreted as follows:

### **1 18 17 301 01**

- 1 College Code  
(each college will have its own identifier 1-4)
  
- 18 Faculty Number  
(each faculty member will have a 2-digit number assigned by the department in which courses are taught)
  
- 17 Course Prefix  
(each department will have unique course prefix codes consisting of two-digits – **see back of this page** for list of codes)
  
- 301 Course Number  
(each course number will be recorded as listed in the schedule)
  
- 01 Section Number  
(each course section will be recorded as listed in the schedule)

Below is a completed Scantron F-158 form for the above example.

The image shows a Scantron F-158 form with the following sections:

- IMPORTANT:** USE NO. 2 PENCIL ONLY. EXAMPLE: A B C D E. ERASE COMPLETELY TO CHANGE.
- NAME:** \_\_\_\_\_
- SUBJECT:** \_\_\_\_\_
- DATE:** \_\_\_\_\_ **HOUR:** \_\_\_\_\_
- TEST RECORD:**

PART 1	
PART 2	
TOTAL	
- GRID:** A grid of 25 rows and 50 columns of bubbles. The first row contains the handwritten code '1181730101' in the first 10 columns. The rest of the grid is filled with bubbles for options A, B, C, D, E.

# UNA Faculty Evaluations

## College and Course Prefix Codes

### College Codes

1	Arts & Sciences
2	Business
3	Education
4	Nursing

### Course Prefix Codes - College of Arts & Sciences

01	Art-Lecture	AR	
02	Art-Studio	AR	
03	Music-Ensemble	MU	
04	Music-Lecture	MU	
05	Music-Applied	MU	
06	Biology	BI	
07	Foreign Languages	FL	
08	Chinese	CE	
09	French	FR	
10	German	GR	
11	Intercultural Experience	IE	
12	Italian	IT	
13	Japanese	JP	
14	Spanish	SP	
15	Turkish	TU	
16	Russian	RU	
17	Chemistry	CH	
18	Industrial Hygiene	IH	
19	Communications	COM	
20	Journalism	JN	
21	Public Relations	PR	
22	Radio-TV-Film	RTF	
23	Theatre	TH	
24	English	EN	
25	Geography	GE	
26	History	HI	
27	Political Science	PS	
28	Mathematics	MA	
29	Computer Science	CS	
30	Military Science	MS	
31	Physics	PH	
32	Earth Science	ES	
33	Philosophy	PH	
34	Religion	RE	
35	Psychology	PY	
37	Sociology	SO	
38	Criminal Justice	CJ	Gr only
39	Social Work	SW	
40	Women's Studies	WS	
41-55	Additional Codes Available for A&S		

### Course Prefix Codes - College of Business

56	Accounting	AC	
57	Business Law	BL	
58	Office Technology Systems	OTS	
59	Business Education	BE	Gr only
60	Economics	EC	
61	Finance	FI	
62	Quantitative Methods	QM	
63	Computer Information Systems	CIS	
64	Management	MG	
65	Marketing	MK	
66	Entertainment Industry Management	ENT	
67	Executive MBA	EMBA	Gr only
68-75	Additional Codes Available for BN		

### Course Prefix Codes - College of Education

76	Elementary Education	EED	
77	Early Childhood Education	ECE	
78	Special Education	EEX	
79	Education	ED	
80	Education Leadership	EDL	Gr only
81	Education Technology	EDT	Gr only
82	Counseling & Human Development	CHD	Gr only
83	Health Education	HED	
84	Physical Education	PE	
85	Human Environmental Sciences	HES	
86-95	Additional Codes Available for ED		

### Course Prefix Codes - College of Nursing

96	Nursing	NU	
97	Nursing E-College	NEC	
98	Nursing - Clinical		
99	Additional Code available for NU		

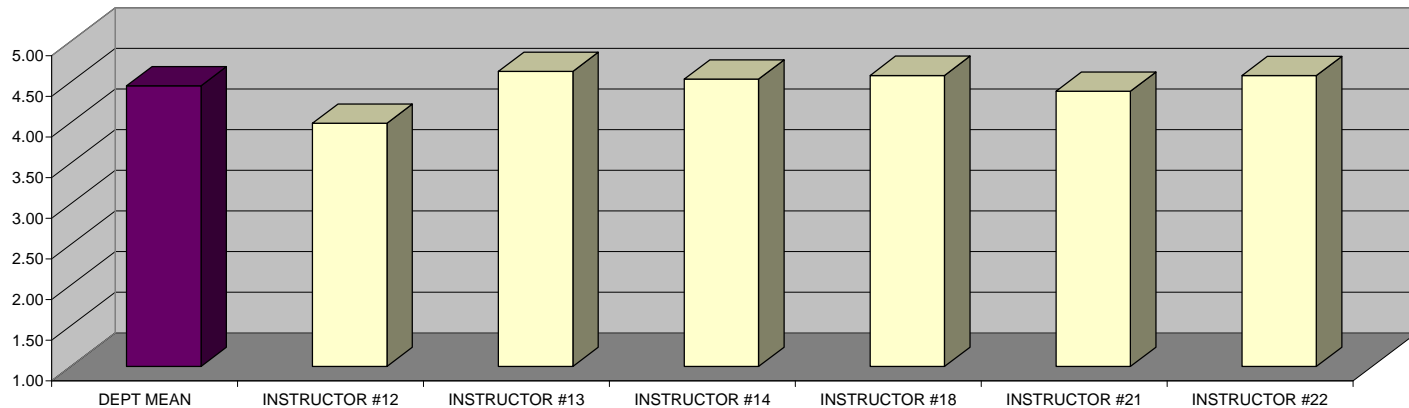
## ATTACHMENT B

UNIVERSITY OF NORTH ALABAMA - DEPT XYZ  
 SPRING 2001 - INSTRUCTOR / COURSE EVALUATIONS  
 DEPARTMENT SUMMARY SHEET Q#1 - Q#15  
 MEANS BY INSTRUCTOR

5 = Strongly Agree, 4 = Agree, 3 = Neutral or No Opinion, 2 = Disagree, 1 = Strongly Disagree

	DEPT MEAN	INSTRUCTOR #12	INSTRUCTOR #13	INSTRUCTOR #14	INSTRUCTOR #18	INSTRUCTOR #21	INSTRUCTOR #22
#1 - The instructor has a thorough knowledge of the subject matter.	4.59	4.34	4.78	3.40	4.79	4.73	4.88
#2 - The instructor's course presentations were well-organized.	4.31	4.10	4.60	3.40	4.33	4.35	4.58
#3 - The instructor had office hours posted and was available during those hours.	4.50	4.41	4.35	4.73	4.64	4.42	4.58
#4 - The instructor provided adequate feedback and/or evaluation of student performance.	4.40	3.90	4.53	4.80	4.67	4.12	4.54
#5 - The instructor dealt fairly and impartially with all class members.	4.28	3.67	4.48	4.80	4.82	3.62	4.38
#6 - The instructor has effective oral communication skills.	4.42	3.83	4.58	4.67	4.76	4.38	4.33
#7 - The instructor was on time for class and the class met as scheduled.	4.67	4.17	4.80	4.93	4.88	4.77	4.50
#8 - The instructor provided learning enhancement activities other than lecture.	4.43	3.53	4.68	4.60	4.76	4.42	4.63
#9 - Overall, the instructor was an effective leader.	4.53	3.93	4.74	4.80	4.76	4.23	4.75
#10 - Course objectives and methods of evaluation were distributed via the class syllabus during the first week of	4.75	4.50	4.83	4.67	4.85	4.81	4.79
#11 - Instructional materials, including the textbook, were adequate and appropriate.	4.29	4.03	4.60	3.53	4.24	4.35	4.54
#12 - The evaluation procedures used provided me with an adequate opportunity to demonstrate my understanding of the	4.30	3.47	4.55	4.80	4.33	4.35	4.54
#13 - The course improved my understanding of concepts and principles in the subject matter covered.	4.44	4.00	4.73	4.93	4.12	4.50	4.58
#14 - The requirements and criteria stated in the syllabus accurately described those applied in the course.	4.57	4.20	4.73	4.93	4.58	4.42	4.67
#15 - I would recommend this class to other students.	4.30	3.79	4.49	5.00	4.18	4.26	4.38
Overall Mean	4.45	3.99	4.63	4.53	4.58	4.38	4.58

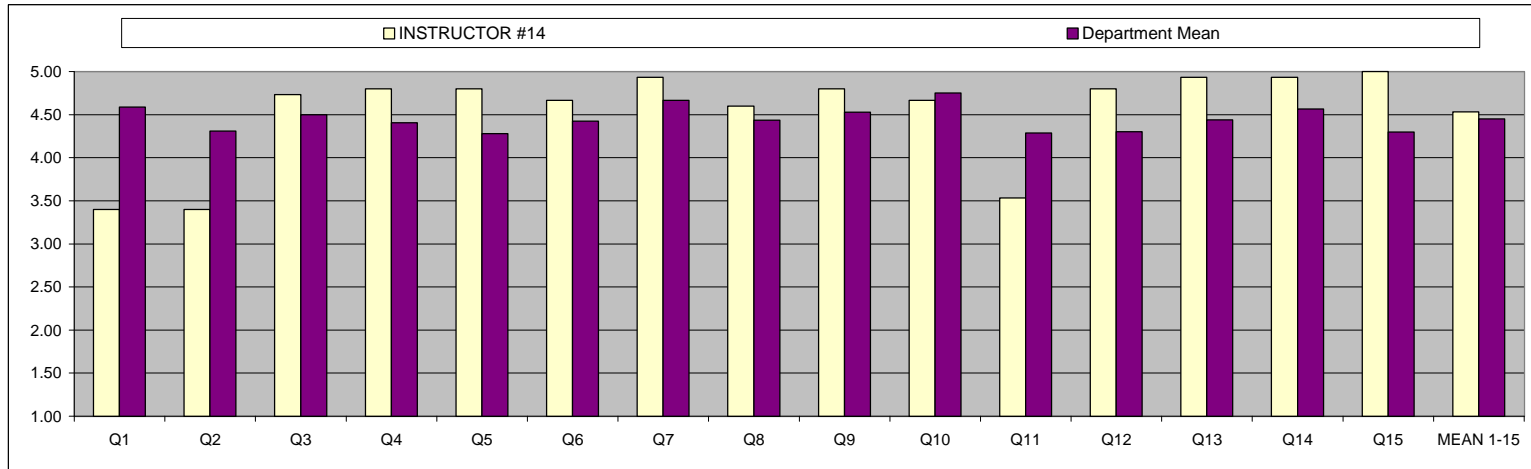
Overall Means by Instructor



### Attachment C

UNIVERSITY OF NORTH ALABAMA - DEPT. XYZ  
 SPRING 2001 - INSTRUCTOR / COURSE EVALUATIONS  
 INSTRUCTOR #14

	STRONGLY DISAGREE (1)	DISAGREE (2)	NEUTRAL OR NO OPINION (3)	AGREE (4)	STRONGLY AGREE (5)	LEFT BLANK	MEAN	S.D.	DEPT MEAN
N= 15									
#1 - The instructor has a thorough knowledge of the subject matter.			80.0%		20.0%		3.40	0.83	4.59
#2 - The instructor's course presentations were well-organized.			80.0%		20.0%		3.40	0.83	4.31
#3 - The instructor had office hours posted and was available during those hours.			13.3%		86.7%		4.73	0.70	4.50
#4 - The instructor provided adequate feedback and/or evaluation of student performance.				20.0%	80.0%		4.80	0.41	4.40
#5 - The instructor dealt fairly and impartially with all class members.				20.0%	80.0%		4.80	0.41	4.28
#6 - The instructor has effective oral communication skills.				33.3%	66.7%		4.67	0.49	4.42
#7 - The instructor was on time for class and the class met as scheduled.				6.7%	93.3%		4.93	0.26	4.67
#8 - The instructor provided learning enhancement activities other than lecture.			6.7%	26.7%	66.7%		4.60	0.63	4.43
#9 - Overall, the instructor was an effective teacher.			6.7%	6.7%	86.7%		4.80	0.56	4.53
#10 - Course objectives and methods of evaluation were distributed via the class syllabus during the first week of school.	6.7%			6.7%	86.7%		4.67	1.05	4.75
#11 - Instructional materials, including the textbook, were adequate and appropriate.			73.3%		26.7%		3.53	0.92	4.29
#12 - The evaluation procedures used provided me with an adequate opportunity to demonstrate my understanding of the course content.				20.0%	80.0%		4.80	0.41	4.30
#13 - The course improved my understanding of concepts and principles in the subject matter covered.				6.7%	93.3%		4.93	0.26	4.44
#14 - The requirements and criteria stated in the syllabus accurately described those applied in the course.				6.7%	93.3%		4.93	0.26	4.57
#15 - I would recommend this class to other students.					100.0%		5.00	0.00	4.30
Overall Mean Q's 1-15:							4.53	0.20	4.45



**ATTACHMENT D**

**INSTRUCTOR = 12, COURSE = 101, SECTION = 03**

	STRONGLY AGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	LEFT BLANK
Q1				8.3%	91.7%	
Q2		2.8%		13.9%	83.3%	
Q3			8.3%	2.8%	88.9%	
Q4			8.3%	13.9%	77.8%	
Q5				8.3%	91.7%	
Q6			2.8%	2.8%	94.4%	
Q7				2.8%	97.2%	
Q8	2.8%	13.9%	22.2%	22.2%	38.9%	
Q9			2.8%	8.3%	88.9%	
Q10				5.6%	94.4%	
Q11		2.8%	2.8%	11.1%	83.3%	
Q12				22.2%	75.0%	2.8%
Q13			2.8%	16.7%	80.6%	
Q14				11.1%	88.9%	
Q15			2.8%	16.7%	80.6%	
Q16		2.8%	11.1%	11.1%	72.2%	2.8%
Q17			5.6%	11.1%	80.6%	2.8%

**Descriptive Statistics<sup>a</sup>**

	N	Mean	Std. Deviation
Q1	36	4.92	.280
Q2	36	4.78	.591
Q3	36	4.81	.577
Q4	36	4.69	.624
Q5	36	4.92	.280
Q6	36	4.92	.368
Q7	36	4.97	.167
Q8	36	3.81	1.191
Q9	36	4.86	.424
Q10	36	4.94	.232
Q11	36	4.75	.649
Q12	35	4.77	.426
Q13	36	4.78	.485
Q14	36	4.89	.319
Q15	36	4.78	.485
Q16	35	4.57	.815
Q17	35	4.77	.547
OVERALL	36	4.7606	.31255
Valid N (listwise)	34		

a. INSTRUCTOR = 12, COURSE = 101, SECTION = 03

**University of North Alabama  
Instructor/Course Evaluation Process**

**Instructor** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **Semester** \_\_\_\_\_

Please read the following instructions carefully:

The purpose of this evaluation is to help the instructor improve his/her teaching performance and this course. Your instructor is cooperating in this evaluation and your participation is requested but not required.

When everyone has completed the evaluation, a student will collect all forms, place them into an envelope, seal it, and deliver it to the departmental secretary. The departmental secretary will hold the forms until after final grades are submitted, so there is no possibility of your comments having an effect on your grade.

At the discretion of the individual department, this evaluation may be manually or electronically scored. If it is electronically scored, a score sheet will be provided. On the score sheet provided, please use a No. 2 pencil to mark the appropriate code for this course and your responses. Because these sheets will be scored by machine, be sure to darken the space completely and erase completely if you decide to change a response. If the evaluation is to be manually scored, circle your response using the following rating scale:

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a	b	c	d	e
Strongly Agree	Agree	Neutral or No Opinion	Disagree	Strongly Disagree

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**INSTRUCTOR EVALUATION**

- |  |           |
|--|-----------|
| 1. The instructor has a thorough knowledge of the subject matter.                      | a b c d e |
| 2. The instructor's course presentations were well organized.                          | a b c d e |
| 3. The instructor had office hours posted and was available during those hours.        | a b c d e |
| 4. The instructor provided adequate feedback and/or evaluation of student performance. | a b c d e |
| 5. The instructor dealt fairly and impartially with all class members.                 | a b c d e |
| 6. The instructor has effective oral communication skills.                             | a b c d e |
| 7. The instructor was on time for class and the class met as scheduled.                | a b c d e |
| 8. The instructor provided learning enhancement activities other than lecture.         | a b c d e |
| 9. Overall, the instructor was an effective teacher.                                   | a b c d e |

**COURSE EVALUATION**

- |  |           |
|--|-----------|
| 10. Course objectives and methods of evaluation were distributed via the class syllabus during the first week of school.           | a b c d e |
| 11. Instructional materials, including the textbook, were adequate and appropriate.  | a b c d e |
| 12. The evaluation procedures used provided me with an adequate opportunity to demonstrate my understanding of the course content. | a b c d e |
| 13. The course improved my understanding of concepts and principles in the subject matter covered.                                 | a b c d e |
| 14. The requirements and criteria stated in the syllabus accurately described those applied in the course.                         | a b c d e |
| 15. I would recommend this class to other students.  | a b c d e |

OPTIONAL ITEMS: ITEMS 16-25 MAY BE USED FOR ITEMS SPECIFIED BY THE DEPARTMENT OR INSTRUCTOR.

16. a b c d e

17. a b c d e

18. a b c d e

19. a b c d e

20. a b c d e

21. a b c d e

22. a b c d e

23. a b c d e

24. a b c d e

25. a b c d e

If you marked any items as d or e, please indicate your reasons below.