



## MEMORANDUM

TO: Department Chairs and Administrative Assistants

FROM: Dr. Andrew L. Luna, Director of Institutional Research, Planning, and Assessment (OIRPA)

DATE: 05/22/2015

RE: OIRPA Scantron Policy for Analysis of Faculty Evaluations

The Office of Research routinely processes course/instructor evaluations for academic departments. For several years we have provided a standardized format for reporting the results of course/instructor evaluations. The report includes university-wide, college-wide and departmental averages, as well as individual course/instructor results. 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. Adhering to these guidelines is critical to the success of this process.

The following is a reminder of our processing schedule:

All course/instructor evaluations must be submitted to OIRPA by the **last day of the final exam period** each semester.

**Please make sure that your Scantron forms are coded correctly** in order for our office to process the evaluations in a timely manner. In the last few semesters we have had an increasing number of improperly coded evaluations, with some departments turning in whole classes with the wrong instructor number or department number on them. While OIRPA makes every effort to find and correct mistakes, we processed over 14,000 evaluations last semester. At that volume it is impossible for us to catch everything, and there are some mistakes that we cannot correct.

If you have questions, please contact Melissa Thornton, Assessment Coordinator, at extension 5827, and we will be happy to meet with you to discuss any concerns you might have. We appreciate your help in this process.

ALL/vba

Attachments:  
Scantron policy/guidelines  
Return memo  
Coding instructions/Code sheet  
Instructor/Course Evaluation Process

Faculty Evaluations  
**SCANTRON POLICY/GUIDELINES**  
Office of Institutional Research, Planning & Assessment (OIRPA)

**OBTAINING SCANTRON FORMS:**

Scantron forms (F-158, used for faculty evaluations only), are available for order, via email. Please contact Senior Administrative Assistant, Bliss Adkison (vbsavell@una.edu). Please include the number of Scantrons you need and they will be prepared for pick up from OIRPA (Room 326 of Bibb Graves Hall).

**\*\*SUBMITTING COMPLETED SCANTRON FORMS TO OIRPA\*\***

1. All completed forms should be collected by the department (not by OIRPA), **removed from individual course/instructor envelopes**, and submitted in **one batch** by the department to OIRPA.
2. **Forms that are submitted after the original batch has been scanned will not be included in the analysis or reflected in the report.**
3. Every effort should be made to ensure that the forms are not wrinkled or bent. Forms that are tattered often jam or damage the optical scanner. **NO PAPER CLIPS OR RUBBER BANDS** should be used.
4. A **memo** detailing the desired analysis and report content **must be included** with the forms (see attached Memo and Instructor/Course Code Sheet).

**REPORT FORMAT**

**Standard Format includes:**

- A department summary sheet that shows the percentages and average response to each of the standard university questions (Questions # 1 through #15) and the department average for each question.
- Individual instructor sheet summary, containing percentages and averages for all the courses of that instructor combined.
- Individual class statistics by instructor, by course and section.
- Requests for Standard Format reports, which are **coded correctly** and submitted to the OIRPA office by the end of the final exam period each semester, will be completed in a timely manner.

**Optional Formats:**

Reports with optional formats will be completed only after standard reports have been produced for all departments (i.e., Electronic raw data copies: Excel).