

COMPLETING THE FACULTY EVALUATION REQUEST FORM

The Testing, Research-Support, and Evaluation Center (TREC) scans and processes course evaluations for departments who collect evaluation information using either scantrons, ePortfolio, or both.

Please follow these guidelines if using scantrons:

1. Use only Texas State scantrons which can be purchased from the bookstore.
2. Choose a student proctor to administer the course evaluations. If you would like, please use the following directions:
 - a) Distribute scantrons, one per student. Make sure each student has a #2 pencil.
 - b) Write or project the course and section number. These can be found on the front of the envelope containing the scantrons.
 - c) Read the following:

*This survey is anonymous. Please **do not write your name or ID on the scantron**. Bubble in the course number under Course ID and the section number under SECT. # right justified. Read and rate the questions on the evaluation bubbling in your response next to its corresponding number on the scantron.*

3. Before submitting faculty evaluations for processing, please complete both pages of the [Faculty Evaluation Request Form](#). The second page is a checklist that must be followed and completed by your department before submitting your faculty evaluations. Evaluations submitted without the checklist will be sent back to your department.
 - **Demographic Information:** Complete all demographic information including the department name, telephone number, semester, and number of sections. The number of sections should correspond to the number of envelopes you submitted.
 - **Output:** Beginning in the fall of 2007, TREC will no longer provide a hard copy of your output. You will receive a backup CD containing your scanned datafile along with your output PDF file. We will also email your output PDF file to the email address you indicate. Please note that TREC will retain copies of your evaluation scanned datafile and PDF file for *only one* semester.
 - **Type of Items:**

Number of items to be evaluated (e.g., 25): List the total number of items on your faculty evaluation excluding comment items, which should be at the end.

Demographic items (e.g., 1-4): List the item numbers that pertain to demographic information (e.g., "My probable course grade will be:") on the line provided. Means and standard deviations will NOT be calculated for these items.
 - **Analysis to be weighted:** TREC can process items with 4 or 5 response options (or both).

Items with 5 response options (e.g., 5-10): List the item numbers that have 5 response options on the line provided. Check the box next to the order in which you would like

the responses to be weighted. *Items with 4 response options (e.g., 11-15):* List the item numbers that have 4 response options on the line provided. Check the box next to the order in which you would like the responses to be weighted.

- **Not applicable/neutral response:** (This response will not be used in calculating statistics.)
Check yes if you want to exclude a NA or neutral response in the calculation of item means. Write the letter of the NA or neutral response on the line provided (e.g., C). Check no if you do not want to exclude or if you do not have any NA or neutral responses.
 - **Subscales:** (Group of items for which you want to create subtotals.)
Check no if you only want a total score for the evaluation items. Check yes if you have subscales. Write the number of subscales you have on the line provided. In the grid, name the subscale and list the items used to create the subscale.
 - **Missing responses to be handled for subscales:** (If left blank, first choice will be used.)
Check the first option if you want us to drop a student evaluation that has a missing response for a subscale. Check the second option if you would like us to replace missing responses with the mean of the evaluation items.
4. On the **key** sheet, you **must** bubble in the instructor's last name, first name, course number (right justify) and section number (right justify) and place the key sheet on top of the corresponding student response sheets for each section. Each section must have a unique key sheet.
 5. Submit all course evaluation scantrons for your department together, but **separate from SPIs** to Commons, room G4. **Important: Course evaluation scantrons must be submitted within three days of the end of finals to ensure the timely processing of results.** Evaluations submitted late may be delayed.

Please follow these guidelines if using ePortfolio or a combination of scantrons and ePortfolio:

1. If you are using both scantrons and ePortfolio, complete both the [Faculty Evaluation Request Form](#) and the [ePortfolio Evaluation Request Form](#) and submit both forms with the scantrons.
 2. If using ePortfolio only, complete the [ePortfolio Evaluation Request Form](#) and submit it to testingcenter@txstate.edu within three days of the end of finals. Use the subject line: Department name ePortfolio evaluation request form
- **Demographic Information:** Complete all demographic information including the department name, telephone number, semester, and a Texas State email for results.
 - **Evaluation based on:** Check ePortfolio only if all evaluations are completed online. Check ePortfolio and Scantron combined if only some courses are evaluations online and some courses are evaluated using scantrons (see #1 above). If using this option, the online evaluation questions and the scantron evaluation questions must be exactly the

same, use the same scale, and be in the same order. If this is not the case, TREC will process the two separately.

- **About evaluation items:**

Number of items to be evaluated (e.g., 25): List the total number of items on your faculty evaluation excluding comment items, which should be at the end.

Demographic items (e.g., 1-4): List the item numbers that pertain to demographic information (e.g., “My probable course grade will be:”) on the line provided. Means and standard deviations will NOT be calculated for these items.

- **Indicate scale used:** Check the option that matches your scale or provide the scale on the line next to other if your scale is not included.

- **Not applicable/neutral response:** (This response will not be used in calculating statistics.)

Check yes if you want to exclude a NA or neutral response in the calculation of item means. Write the letter of the NA or neutral response on the line provided (e.g., C).

Check no if you do not want to exclude or if you do not have any NA or neutral responses.

- **Subscales:** (Group of items for which you want to create subtotals.)

Check no if you only want a total score for the evaluation items. Check yes if you have subscales. Write the number of subscales you have on the line provided. In the grid, name the subscale and list the items used to create the subscale.

- **Missing responses to be handled for subscales:** (If left blank, first choice will be used.)

Check the first option if you want us to drop a student evaluation that has a missing response for a subscale. Check the second option if you would like us to replace missing responses with the mean of the evaluation items.

If you have any questions, please contact Dr. Gail Ryser, Director of TREC, gr16@txstate.edu.