



evaluation process. Please inform students of the importance of their evaluations by asking them to be open, honest, and constructive with their comments. The instructor will not review the evaluations until after grades have been posted. Blank student evaluation forms will be placed in the associate faculty member's mailbox **(March 11 – 22, 2019)**. The associate faculty member will bring the evaluations to the class and will then have the appointed student administer the evaluation by distributing the forms to class members, collecting the completed forms, then sealing the forms in an envelope and returning them to the Office of Instruction. The associate faculty member will leave the room at the time of student evaluations. ISP student evaluations will take place via correspondence and Distance Ed evaluations will take place via Survey Monkey; a link will be emailed to the appropriate faculty member in order for it to be sent to the students. Student evaluations will be completed by the end of the 12<sup>th</sup> week of classes **(April 12, 2019)**.

April/May

Using information gathered throughout the process, the CIO (or his/her designee) shall prepare a written summary. The associate faculty member shall acknowledge through signature that he/she has reviewed a copy of the evaluation. The associate faculty member may attach a written statement of exception to any or all specific portions of the final evaluation.