



## STUDENT EVALUATION MATERIAL POLICY

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This memo outlines the policy of our office concerning the student evaluation material that is to be included in personnel files submitted to the College Personnel Committee. Although it is not necessary to include complete student evaluation printouts in these files, the files should include the summary sheets that appear at the end of each student evaluation report and the tally sheets that departments are asked to prepare compiling various student evaluation information. The summary sheets and the tally sheets contain the same data, but including both provides reviewers with data in their original form as well as in a form that will allow for trends to be spotted. Also, including both summary sheets and tally sheets allows reviewers to confirm that no errors have been made in transcription.

The inclusion of student comment sheets in personnel files remains the prerogative of individual reviewees or of department policies; however, if student comment sheets are included, they must *all* be included. Faculty may not include some comment sheets and exclude others.