

ESCI

Evaluation System for Courses and Instruction

Schedule & Checklist for Administering Teaching Evaluations

- Week 4** **The Request for Teaching Evaluations is available online to depts.**
- Complete the Request for Teaching Evaluations**
- Remind faculty well in advance that it is again time to administer student evaluations and have them “sign up” for a convenient time and place for survey administration during the last week of instruction, not during finals. This procedure assures that all courses will be evaluated. Even with this procedure, beware of last minute changes!
 - *Note: If any changes have been made to questionnaire items, please contact our office at esci@id.ucsb.edu*
- Week 5** **Submit Request for Teaching Evaluations to ESCI Coordinator**
- Print a copy for yourself and submit the online form.
- Week 7** **Optical-Scan Response sheets & Survey Headers are delivered**
- Based on the Request for Teaching Evaluations form, the total quantity of optical-scan response sheets required by the department is determined. These sheets are broken down into two types; one type is labeled "ESCI Faculty/Course Response Form", and the other is labeled "ESCI TA Response Form."
 - Surveys Headers are delivered through inter-campus mail. The information needed to create these headers are derived from your responses to the Request for Teaching Evaluations form.
- Week 8** **Make Packets for Professors and TAs**
- Keep Survey Headers in a safe place! The Survey Headers are to be used when returning the completed response sheets back to OIC.
- Week 9** **Distribute Packets**
- This should be done before Dead Week.
 - Faculty packets are to be distributed by someone other than a faculty member at class meeting. It is good practice not to have the faculty member present at the class meeting.
 - TA packets can be distributed in their appropriate mailbox. Some TAs may need them earlier if their class doesn't meet during Dead Week.
- Week 10** **Dead Week - Administer Surveys**
- Administer and collect surveys during class time and not at the final exam, if at all possible.
 - Have someone other than a faculty member collect the surveys.
 - TAs should have a designated student return the completed surveys to the department.
 - The person(s) administering the surveys should be knowledgeable about course scheduling and room assignment changes. Otherwise, it is very easy to miss courses and thereby skew the results.
 - Have the person administering the surveys give a standard statement regarding the purposes of the overall survey and the purpose for each section.
 - Ask the students not to put their names on the survey.
- Week 11** **Finals Week or week after - Return Surveys to OIC**
- Week 12**
- Arrange response sheets and survey headers per “How to Return ESCI Response Sheets” form.
 - Keep written comments — return to faculty after grades are turned in.
 - You may keep extra response sheets and surveys for next quarter or return them to OIC.
 - Return Response Sheets to: **Office of Instructional Consultation**
Attn: ESCI Assistant
1124 Kerr Hall
Mail Code: 3200