

Instructions to the Monitor:

Please read these to the class prior to filling out the evaluation forms:

The University of Maine considers student evaluations of teaching to be the source of important information. You are asked to complete this evaluation honestly and to take the process seriously. Your input is appreciated and valued. Please follow these guidelines:

1. Faculty must not be present when these forms are being completed.
2. The machine only reads pencil. Please erase all unwanted marks completely. Please do not write near the black marks along the edges. Use the back of the form or a blank sheet of paper for additional comment space.
3. If this is a lab course or one with a clinical component, note the lab questions at the bottom of the form.
4. If this course is being team taught, each member of the team must be evaluated. Since written comments are placed in each faculty member's files, we ask that you refrain from commenting on other members of team when evaluation any particular one. Please make sure you note to which team member your comment is directed.
5. Comments are accepted as part of the evaluation process; you may or may not sign your name. All comments are forwarded to the instructor; only signed comments are placed in the professor's personnel file.
6. Faculty members to not have access to the evaluation until after they have been scanned and processed, generally this takes four to six weeks after the semester ends.
7. All evaluations must be completed during the class period and returned to the appropriate office.

Instructions to the monitor: Collect evaluation forms and pencils and return them to the envelope. Return the envelope to the administrative office of the appropriate department.

