

MERIT REVIEW MATERIALS: STUDENT EVALUATIONS OF TEACHING

In years when they teach, all faculty, in order to remain “meritorious,” must have at least one course evaluated through the UW Office of Educational Assessment. Because the university now charges us for paper evaluations—something we cannot afford—the **department requires online evaluations**. See http://www.washington.edu/oea/services/course_eval/uw_seattle/ for more information about ordering online evaluations.

The Department requires that you submit, by the May 20th deadline, the PDF(s) containing the evaluation reports for the course(s) which you wish to be included in your annual merit review. These PDFs should include **both the numerical and written comments** if possible. (If you chose to employ a form that does not generate numerical data, then please include a note to that effect along with the relevant PDF.)

You should also alert Karla Tofte (ktofte@uw.edu) if you will later be providing evaluations for classes taught in Spring Quarter of a given academic year. It is especially important to do so if they will be your only course evaluations included in that year’s review.

Please note that faculty at the rank of Assistant Professor and Assistant Teaching Professor are advised to have every class evaluated so that there is an adequate record of their teaching when they come up for reappointment or promotion. Similarly, Associate Professors and Associate Teaching Professor should try to have as many classes as possible evaluated in the year or years immediately before they put themselves forward to be considered for promotion.

While we prefer that you submit at least one set of evaluations for a course taught in English, you can also (or instead) submit student evaluations for courses taught through other departments at UW Seattle, Tacoma, or Bothell.

If for whatever reason you end up having to use paper evaluations, please scan the reports as PDFs (one per course) and email the results to Karla.

If you wish to include comments or other evidence of teaching effectiveness from courses taught as part of a study abroad program, please aggregate the information into a single PDF (e.g., print everything out and scan it) and submit it along with an accompanying explanation (what was the study abroad program, what you have chosen to include in the file, etc.).

If you wish to submit student evaluations for a course taught outside of the University of Washington system, please scan them as PDFs (one per course) and email them to Karla along with an accompanying explanation (where the course was taught, what form of assessment was employed, etc.).