

Treasure Valley Community College

Code: IM-AR
Adopted: 06/30/98
Readopted: 10/14/09; 2/15/11; 6/15/21
Orig. Code: AR 701-2

Class Evaluations

Student evaluations will be conducted in accordance with Article 10, F., 4 of the Collective Bargaining Unit.

Student evaluations will be delivered to the classroom and a student in the class will be appointed as the representative for the class to distribute and collect the completed evaluations, instructors may excuse himself/herself/themselves from the classroom, to allow students to complete the evaluation.

The Vice President of Academic Affairs (VPAA) office will handle the evaluation forms using the following procedure:

1. The VPAA's office will ensure classroom evaluations are delivered to the appropriate classrooms.
2. After students have completed forms, the student classroom representative will gather all evaluations, place them back in the envelope provided, and **seal** the envelope.
3. The student classroom representative will be asked to return evaluation forms immediately to the VPAA's office.
4. Evaluations will be summarized, and the summary will be typed up.
5. A copy of the summary will be submitted to the instructor for review.
6. For full-time faculty, these summaries will be part of their dossiers.