To: CHS faculty seeking reappointment, extended-term, tenure and/or promotion

From: Joseph F. Steiner, Dean

Re: Student evaluation data in packets

Cc: Academic Unit Heads

The purpose of this memo is to notify you that beginning AY 2014-15 the College of Health Sciences will include original student responses from course evaluations in all reappointment, extended-term, tenure and/or promotion packets. In accordance with University regulation, UW 5-800, section 3.A.ii., your immediate supervisor shall provide copies of original completed student responses to be included in your packet.

Student evaluations from past 2 academic years, including student written comments and raw quantitative data/ratings for each course, should be inserted into the appropriate section of your packet. Copies of report forms from EvaluationKit or other online systems that show written comments and quantitative ratings may be used here. Additional student evaluations may be included at the discretion of you or your unit head.

Prior to submitting your packet for your academic unit review, please take a few moments to insure that all of your evaluations are included in the student evaluation section of your packet.

Thank you for your attention to this.