

# EVALUATION VERIFICATION FORM

**DIRECTIONS FOR THE INSTRUCTOR:** DEADLINE: Completion of evaluation forms augmenting the Senate Evaluation of Instruction (SEI) forms are subject to the same deadlines and policies as the SEIs. The completed forms must be received by a Department Secretary before Final Exams begin. The form must be attached to envelope for the completed evaluations.

INSTRUCTOR: \_\_\_\_\_ COURSE/SECTION: \_\_\_\_\_

Please indicate the name, telephone number, and status of the person administering the evaluations.

NAME: \_\_\_\_\_ Phone # \_\_\_\_\_ Status: \_\_\_\_\_

**Instructors are to leave the room during the evaluation. Under NO circumstances should the instructor see the evaluations before they are provided to a Secretary in the Department of Mathematics.**

This is to attest that I was not present during the students' completion of this evaluation.

\_\_\_\_\_ Instructor's Signature

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## DIRECTIONS FOR THE PERSON ADMINISTERING THE EVALUATION

1. Pass one copy to each student present.
2. Before evaluation begins read the following to the students:
  - Please respond thoughtfully as the results of this evaluation will be used to provide feedback to your instructor and will be used for annual reviews, promotion and tenure evaluations, and instructional improvement.
  - Do not communicate with one another while completing these evaluations.
  - Results of the evaluation will be returned to the instructor after final grades are distributed.
3. Make sure the course number, instructor, and your information is filled in above.
4. Sign and date the verification below.
5. Place all the forms in the envelope. Seal the envelope.
6. Return the envelope to a Mathematics Department Secretary in 320 Armstrong.

**VERIFICATION:** The instructor WAS or WAS NOT (circle one) in the room while the students completed the evaluation.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_