

**INSTRUCTIONAL EVALUATION SYSTEM (IES)
INSTRUCTIONS FOR NEW FACULTY**

1. SELECT THE APPROPRIATE FORM

- a. Evaluation forms lettered A through D, are available in your department office.

FORM	FORMAT
A	Small Lecture/Seminar – Discussion Format
B	Large Lecture – Minimum Class Participation
C	Apprentice Format – Skill Development
D	Laboratory

2. REQUEST IES FORMS FROM YOUR DEPARTMENT OFFICE

- a. Use the IES Course Information form available in your department office. Return the completed form to your department and they will forward it to Institutional Research.

3. ADMINISTER THE IES FORMS

- a. It is suggested the course evaluations be administered sometime during the last third of the term but before the last week of classes. If possible, someone other than the instructor should administer the forms. An independent administrator, such as a colleague or graduate assistant, reduces the pressure of perceived demands. This allows the students to respond according to their own best judgments and not on the basis of their perceptions of what the instructor wants.
- b. The assessment administrator should provide approximately ten minutes of class time for administration of the evaluations. Students should be instructed to use **only a No. 2 pencil**. The students should be encouraged to correctly mark the faculty IES Instructor ID and Course ID information located in the upper left grids.
- c. Students should be told that the results of their course ratings will not be returned to the instructor until grades are processed at the end of the term.

4. RETURN THE COMPLETED IES FORMS AND THE HEADER FORM TO INSTITUTIONAL RESEARCH, WA 323

- a. Return unused (blank) forms to your department office.

5. INTERPRET THE RESULTS

- a. The primary purpose of student rating systems is to assist in the discovery of particular areas of strength or weakness in the course environment that warrant further investigation or development. Repeated administration of these forms may help in isolating problem areas.



PLEASE DO NOT MAKE XEROX COPIES OF FORMS A-D AND THE HEADER FORM! THE SCANNER IS UNABLE TO READ COPIES.