

SPOT Evaluations Instructions

It's that time in the semester again! In order to maximize student response rates, please provide students with 5-10 minutes in class to fill out their evaluations. Thank you for reading to your students the information below without further comment.

1. The university has tasked you with the responsibility of evaluating your professor's teaching in the course in which you are now enrolled. The English Department aims to provide you with an excellent experience in this course. Student feedback is important to us: we value student input as a means by which to improve our effectiveness, and we hope that you will use this opportunity to provide your instructor with constructive feedback.
2. The SPOT evaluations serve two purposes: (1) to give instructors some student insights into their teaching effectiveness, and (2) to assist in departmental evaluation of the instructor's teaching for the purposes of determining merit raises and promotion.
3. You will have received an e-mail notification with a link to the course evaluation for this course, so please access the evaluation now. Please do not discuss your evaluation with other students during this time.
4. Evaluation reports will not be available to your instructor until three days after the final day by which grades must be posted.
5. Thank you for your feedback.

