Paper Student Evaluation of Teaching (SET) for Spring 2018
Faculty Instruction Sheet

1. Set aside time to do the SET during a regular class session from April 9th through April 27th.

2. Take the envelope with the SET forms to each class. Check the course labels to be sure that you are taking the correct envelope to each of your classes.

3. The SET must be administered in the first 20 minutes of the class period. Write legibly on the whiteboard/screen: course name and number, section number, and your name.

4. Secure 2 student volunteers to read the Student Instruction Sheet and administer the SET to the entire class.

5. Remind the 2 student volunteers to:
   - carefully read and follow the Student Instruction Sheet; and
   - once they have completed the evaluation: collect all SET (used and unused) forms, insert these in the envelop, and seal the envelope. (As of Spring 2018 – Signatures across the flap are no longer required.)

6. You must leave the room while the evaluations are conducted.

Students are instructed to return the sealed envelopes to the department office when the class is over.

Evaluations for classes held after 5:00 PM are to be turned in to the University Police located at the parking structure at the corner of West 2nd Street and Chestnut Street.

To find out if your packet has been turned in, you may ask the SET Department Contact in your area to log into Institutional Research Student Evaluation of Teaching.

Go to the bottom of the page and you can click on:
   - SET Paper Forms Received and Checked In
   - SET Paper Forms Not Received

Be sure that ALL processed and unprocessed envelopes are returned.

For other questions you may contact the Testing Office x6218 or email test@csuchico.edu.

Do not contact the University Police.
Paper Student Evaluation of Teaching (SET)

Student Instruction Sheet

1. Be sure the instructor being evaluated has written on the whiteboard/screen: the course name and number, section number, and their name. Be sure that the instructor has left the classroom.

2. **TWO STUDENT VOLUNTEERS SHOULD DISTRIBUTE** the following to each student in attendance:
   - Student Evaluation of Teaching (SET) Form

3. **READ** the following aloud to class:

   Use only BLACK or BLUE INK PEN on the scannable form. Mark an X in the box next to the requested student information and answer the questions on both sides of the form.

   **Please read the instructions on the form carefully.**

   All written comments must be within the comment boxes on the form.

   **DO NOT SIGN THE FORM.**

4. **COLLECT** all evaluation forms (used and unused) when students have finished.
   - Put all SET forms in the envelope(s).

5. Be sure to **SEAL** the envelope(s).
   
   (As of Spring 2018 – no signatures are required)

   **PLEASE RETURN** the sealed SET packet to the department office* at the end of the class period. DO NOT keep in your possession. Make sure the person at the desk double checks your envelope and accounts for you turning it in.

   * For evening classes **ONLY**, submit the sealed SET packet to the **University Police Department** (UPD), located at the parking structure at the corner of West 2nd Street and Chestnut Street. UPD has a plastic SET box where sealed SET packets are collected.

   **THANK YOU!**