

## **SPOT EVALUATION INSTRUCTIONS**

For face-to-face instruction, please provide students with 5-10 minutes in class to fill out their evaluations. Read 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 Department of English takes teaching excellence very seriously. Student feedback is important to us and an essential part of participation in this course. 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, and 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.