

Department Based Evaluation Submission Process

1. Type the following link into your browser: <https://www.eiu.edu/eval/depreq.htm> .

2. Please enter information according to your evaluation requests:
 - Instructor name
 - Method of distribution – Online or Scannable forms
 - Number of students enrolled in course
 - Course “CRN” Number
 - Course Catalog Number
 - Section
 - Department (choose dept. from drop down box)

3. Based on the department chosen for the evaluation, you will either be lead to the final page where comments can be submitted **or** to another page requesting more information regarding your department’s type of evaluation or procedures.

4. Everyone will eventually end up on the final page where comments can be submitted. Please include in the comment section any information need to process the evaluation that has not been entered in the previous screens – i.e., early administration dates, corrections to submissions, etc.

5. Once you have entered all the information needed for your faculty/course evaluation, please submit the information. This will then be forward to the Office of Academic Assessment and Testing (OAAT).

6. If you choose to submit another request, please choose the link that is on the final page after you have made a submission. This will direct you back to the beginning of the site to input for another course. A submission must be made for each course/faculty member to be evaluated.

7. OAAT will then retrieve the submissions from the CATS server and process the evaluations accordingly.

8. Scannable evaluation packets will be produced per course and sent by campus mail to the department secretary. The department secretary is responsible for the administration of the evaluation packet within each department. The department secretary will deliver the administered evaluation packets to OAAT for scanning and reporting.

9. Online evaluations will be distributed to the students in each course during the last week of classes each semester. The students will have one week to complete the evaluation and submit it back to OAAT for reporting.
10. Scannable and online evaluations will be scored and reports made for each course. Two copies will be available to the Department Chair at a date predetermined by OAAT each semester. One copy is for department records and the other copy is for the faculty member evaluated.

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