d) Student course evaluations are to be administered as follows:

<table>
<thead>
<tr>
<th>Faculty member:</th>
<th>Courses to be evaluated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In first 5 years</td>
<td>all courses each semester</td>
</tr>
<tr>
<td>Beyond 5 years</td>
<td>all courses 1 sem. every 3 years</td>
</tr>
</tbody>
</table>

In addition, evaluate:
all new courses for at least the first two offerings; all experimental courses.

e) For core and/or interdisciplinary courses, evaluation flows through the course coordinator or division coordinator as applicable. (see form)
(Fac. approval 11/86; rev. 11/00)

4) Observation of the faculty member's classes by the chair, if invited by the faculty member.

5) Assessments by other faculty members, especially those in the same department and division, those who have served on the same committees, or those with whom the faculty member has team-taught or collaborated in research or grant proposals.

6) Other data considered pertinent by the faculty member under review.

B. Department chair's use of student assessment:

1) The chair will examine issues which have been raised by the student course evaluations.

2) The chair will interview selected students, including those chosen by the faculty member and those whom the chair selects among majors and/or others who have taken one or more courses from the faculty member.

C. The division coordinator will submit a written evaluation to the VPAA for each faculty member in his/her division who is under review. This written evaluation, prior to its forwarding to the VPAA, is to be signed by the faculty member whom it concerns, indicating that he/she is aware of its contents. A copy is to be provided to the faculty member.