

August 20, 1999

TO: Andy Hill

FROM: Cindy Olney

Andy, we do not run reports of faculty evaluations of less than four students. The statistics are very misleading. I am sending you the students' ratings and comments for your information, but nothing was forwarded to the dean.

I'm at x1598 if you have questions.

St. Mary's University Faculty Evaluation Form

TO THE STUDENT:

The faculty and administration of St. Mary's University recognize student input in evaluating teacher effectiveness. At this time, we would like to solicit your input by completing the following questions regarding the instruction for this course. We ask that you approach this evaluation from a serious standpoint. The results from this form will contribute to personnel decisions as well as assist the instructor in improving teaching effectiveness. Please attempt to be as objective as possible. In any written comments, please try to be specific and descriptive rather than general and judgmental. The results will not be available to the professor until after final grades.

FOR OFFICE USE ONLY

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1. My classification is

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

2. My present GPA is

- <2.0
- 2.0-2.49
- 2.5-2.99
- 3.0-3.49
- 3.5-4.0

3. The school in which I am enrolled is

- Humanities and Social Sciences
- Business and Administration
- Science, Engineering, and Technology

Professor's Name: HILL, ANDREW J.

Course: CIVIL LAW + CHURCH ADMIN

Semester: FALL 2000

PM6255G A(DL)

Questions 4-13 refer specifically to the evaluation of the professor and questions 14-18 are questions about the course. Use the five responses listed below to answer questions 4-13. Any question that you feel is not applicable to your class situation should be left blank.

- 1=ALWAYS 2=ALMOST ALWAYS 3=USUALLY 4=SELDOM 5=NEVER

The instructor:

<input type="radio"/>	4. provides adequate instructions concerning assignments.
<input type="radio"/>	5. communicates the subject matter effectively.
<input type="radio"/>	6. is well prepared for class.
<input type="radio"/>	7. provides freedom to ask questions, disagree, and express ideas.
<input type="radio"/>	8. provides responsive clarifying answers to student questions.
<input type="radio"/>	9. grades fairly and accurately.
<input type="radio"/>	10. makes adequate provisions for consultation and assistance during office hours.
<input type="radio"/>	11. provides timely feedback on course performance (e.g., quizzes, assignments, etc.).
<input type="radio"/>	12. seems to enjoy teaching and is enthusiastic about the subject.
<input type="radio"/>	13. attends and utilizes the entire class.

Use the responses listed below to respond to question 14-18.

- 1=STRONGLY AGREE 2=AGREE 3=NEUTRAL 4=DISAGREE 5=STRONGLY DISAGREE

Regarding this course:

<input type="radio"/>	14. The objectives of this course were clearly explained.
<input type="radio"/>	15. My course responsibilities were clearly defined.
<input type="radio"/>	16. The text(s) and related materials required for this course are appropriate and beneficial.
<input type="radio"/>	17. The course is organized clearly.
<input type="radio"/>	18. I learned a great deal in this course.

19. Would you recommend this professor to a student interested in this course?

- Yes
- Maybe
- No

20. What is your overall rating of this instructor?

- OUTSTANDING
- FAR ABOVE AVERAGE
- ABOVE AVERAGE
- SLIGHTLY ABOVE AVERAGE
- AVERAGE
- SLIGHTLY BELOW AVERAGE
- BELOW AVERAGE
- FAR BELOW AVERAGE
- VERY POOR

Additional (optional)

<input type="radio"/>	21.
<input type="radio"/>	22.
<input type="radio"/>	23.
<input type="radio"/>	24.
<input type="radio"/>	25.

GUIDELINES FOR WRITTEN COMMENTS

Giving feedback is similar to holding up a mirror so that individuals can see themselves as others see them and learn how their action have been affecting others. You are encouraged to give written comments using these guidelines:

- a. Be sure your intent is to help, not hurt.
- b. Be descriptive (what) rather than evaluative (why).

Descriptive: "You interrupted me several times."

Evaluative: "You don't care about students."

- c. Be specific, not vague.

Specific: "You interrupted me ..."

General: "We don't get to discuss enough."

- d. Avoid overload; focus on what is important and can be changed.
- e. Offer suggestions for change.

Professor's Name: Andrew Hill
Course: Civil Law and Church Administration
Semester: Fall 2000

1. Describe the strengths of this class and/or instructor; be specific and give examples.

Professor Hill definitely cares about his students. He was willing to work with us and conform the class to ~~our~~ our individual ~~to~~ employment field or interests.

2. Describe any weaknesses of this class and/or instructor; be specific and give examples.

The weakness of this class was due to Professor Hill's work as dean. He was detained on many occasions or called away during class.

3. Additional comments:

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General: "We don't get to discuss enough."

- Avoid overload; focus on what is important and can be changed.
- Offer suggestions for change.

Professor's Name: HILL, ANDREW J.
Course: PM6255G A
Semester: FALL 2000

- Describe the strengths of this class and/or instructor; be specific and give examples.

Instructor Knowledgeable
Enthusiastic
willing to tailor class to student needs

- Describe any weaknesses of this class and/or instructor; be specific and give examples.

The principal weakness of the class was not due to the instructor, but to a foul-up by the ~~bookstore~~ company thru which books were ordered — 2 students never received their texts.

The 2nd problem was the University's "fault" in that the instructor has a job which involves being on call for emergencies.

- Additional comments:

Because of this, we missed a lot of class time (+ I hope we get to make it up).

One virtue the prof has to a fault: when you ask a question, he spends too long on the answer — it's nice, but takes up class syllabus time.

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Specific: "You interrupted me ..."

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- d. Avoid overload; focus on what is important and can be changed.
- e. Offer suggestions for change.

Professor's Name: Andrew Hill

Course: PM6255G CIVIL LAW + Church Adm

Semester: FALL 2000

1. Describe the strengths of this class and/or instructor; be specific and give examples.

The instructor is very enthusiastic about course content.

Due to the size of the class, the instructor was able to tailor the individual syllabus for each student.

2. Describe any weaknesses of this class and/or instructor; be specific and give examples.

There was no tests given during the semester. There was, however, a lot of class discussion. I don't know if this was sufficient to know if I had learned anything.

3. Additional comments:

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Specific: "You interrupted me ..."

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- e. Offer suggestions for change.

Professor's Name: HILL, Andrew
Course: PM 62556
Semester: Fall 2000

1. Describe the strengths of this class and/or instructor; be specific and give examples.

Very knowledgeable re: subject matter.
Able to tie present day occurrences into
class material.

2. Describe any weaknesses of this class and/or instructor; be specific and give examples.

Would prefer a little more structure. Syllabus
with class outline would have been nice

3. Additional comments:

No grades yet - a little frustrating not to
know status...