

Evaluations a factor in tenure, promotions.

"EVALUATION," continued from pg. 1

According to Instructional Services' Michael Kalbaugh, instructors are to appoint a student to administer the evaluation, then leave the room until it is completed. The student is to take the forms to Instructional Services or the Heindel Library.

Kalbaugh says the process usually goes smoothly, although there have been some minor problems with the change to the semester system.

The top part of the form is sent to University Park for collation and the summarized data usually returns here about six to eight weeks into the next

semester, he said. The data is sent to both professors and their division heads.

At York Campus, use of the forms is mandatory, but only

"I think the students need to evaluate more objectively."

**S.H. Dahir
Professor of Engr.**

after every third time the course is offered, unless the instructor is seeking tenure or a promotion, according to Dr. Gary Collison, assistant professor of English at

York.

University regulations, however, say the divisions, and not the campuses, may each determine how and when the forms will be used. Capitol's John Joseph said that while this is technically true, it is not practiced.

Whatever rules are in effect are occasionally broken.

"I have been aware occasionally of some persons not following these procedures," said Dr. Joseph. Sometimes an instructor does not return the forms directly to Instructional Services, he said. But he feels the errors are not intentional.

Kalbaugh, at Instructional Services, says some students write on the back of the form, requiring his staff to erase the marks. Some instructors forget to tell their classes what identification number to put on the form. Kalbaugh adds these. And there is one perennial problem that especially annoys Kalbaugh: People keep stealing his number two pencils that are given out with the forms.

"We lose a lot of pencils," Kalbaugh says.

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