Faculty Evaluation
Run Request Sheet

Department: __________________________________________ Date: __________________________

Contact Name: __________________________________________ Phone #: ______________________

Email address of contact: _____________________________________________________________

Filename (Enter Dept. Code, Semester and Year): _________________________________________
Example: ANTFL10 – Anthropology Fall 2010 or ANTSP11 – Anthropology Spring 2011

ACT - Accounting  HON - Honors
ANT - Anthropology  HPC - Human Dev. & Psy. Counseling
ART - Art  MAT - Mathematics
BIO - Biology  School of Music:
CIS - Computer Information Systems  MCL - Classroom Evaluation
COM - Communications  MPL - Applied Music
CSC - Computer Science  MNS - Ensemble Evaluation
ECO - Economics  MGT - Management
ENG - English  MKT - Marketing
FIN - Finance, Banking and Insurance  NHM - Nutrition & Health Care Management
FLD - Foreign Language  PSY - Psychology
GEO - Geology  RSE - Reading Education & Special Education
GHY - Geography  SOC - Sociology
GJS - Government & Justice Studies  SWK - Social Work
HIS - History  TDN - Theatre and Dance

When submitting Faculty Evaluations you must include the following:

∞ Faculty Scantron Bubble Sheet - General Purpose Answer Sheet form #30423
   - Fill in and bubble in the instructor’s name in the Name Section
   - Fill in and bubble in the instructor’s ID in the Identification Section – right justified

∞ Student Scantron Bubble Sheet - Scantron sheets that are specific to your departments
   questions.

∞ Combine all Faculty Scantrons together and combine all Student Scantrons together so you will
   have two (2) separate groups.

REMINDER: We no longer print results. You will be emailed the Evaluation Results as a Word
Document. Should you have questions please call ext. 2140.