

Millersville University

Preparation and Approval of Evaluation Instruments for Non-teaching Faculty

Evaluation instruments for non-teaching faculty members (library, student teaching supervisors, and others) are to be prepared by the faculty members in the respective areas and approved by the administration, APSCUF-MU and Student Senate.

Printouts of student evaluations prior to those in the existing five year evaluation are to be destroyed after the five year evaluation has been officially completed.

Signed or unsigned comments by students are kept by the Dean until the end of the semester and then delivered to the instructor. Such comments may be used only for professional development purposes.