

THE UNIVERSITY OF WEST FLORIDA

PROCEDURES FOR ADMINISTERING THE  
STUDENT ASSESSMENT OF INSTRUCTION

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**Departmental Staff Assistant:** Please enter the following information and attach to a sealable manila envelope containing sufficient forms for the instructor's class.

\*Year: \_\_\_\_\_ \*Semester: \_\_\_\_\_

\*Instructor's Name: \_\_\_\_\_  
Last Name First Name Middle Initial

\*Faculty UWF Identification Number: \_\_\_\_\_

\*Course Number: \_\_\_\_\_  
Prefix Number Section (course id)

\*Course Name: \_\_\_\_\_

**Course Instructor:** Please take this envelope to class and ask one of the students to administer the assessment instrument while you absent yourself from the room. Students must have a **full 15 minutes** of class time to complete the instrument either at the beginning or the end of the class.

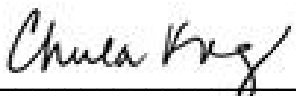
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**Staff Administering SAI:**

- (1) Distribute the assessment forms found in the envelope to students in class.
- (2) Ask students to complete information at top of form. (Please write asterisked (\*) information from envelope coversheet on chalk board.)
- (3) **Read the following statements to the class:** The results from this assessment will be used in the evaluation of the instructor. The results of the eight State University Items will be made public with copies of the results available to students through the UWF Student Government Association and the University Libraries. Please rate your instructor's performance on each of the 18 items using the scale Excellent, Very Good, Good, Fair, and Poor. For each item, fill in the appropriate bubble using a No. 2 pencil only.
- (4) Give students time to complete the instrument.
- (5) When students have completed the instrument, all of the forms (both those completed and those not used) are to be collected and placed back in the envelope.
- (6) Seal the envelope, and write the following across the sealed flap: Your Name, Date, Course Section Identification Number
- (7) Return the envelope to one of the following (whichever is most convenient):
  - Staff assistant of department to which the instructor belongs.
  - Office of the dean of the college to which the instructor belongs.
  - Eglin AFB or Emerald Coast Campus UWF office
  - Campus Security

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**We appreciate your assistance in administering this instructor assessment form.**

  
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Chula King, Interim Provost