

APPENDIX I
RANDOM SAMPLING PROCEDURE

1. At the time that the ad hoc or department committee receives access to the candidate's materials, Academic Affairs will provide the committee a randomized list of students with the following characteristics:
 - a. Students will be selected from the rosters of all courses and labs taught by the candidate for the period under review. Students that have audited or withdrawn from the course or labs will be excluded. Students in thesis, independent study, senior research, senior project, and practicum courses will be grouped together and considered as part of one course.
 - b. Students will be randomized by a method determined by Academic Affairs, and listed in the randomized order for each course and lab that the candidate taught.
2. Since the students have already been placed in random order, the *ad hoc* or department committee should select the top three or four students from each course or lab (use four for larger courses/labs and three for smaller courses/labs). The committee should try to keep the response rate as high as possible, through initial and multiple follow-up communications by all means: email, phone, regular mail. etc.
3. Aim to interview a sample of at least 20 to 25 on-campus students, and to receive as high a percentage of alumni responses as possible. If the resulting sample is not large enough, return to the list selecting the next students from each class, again taking more students from larger classes.
4. The committee should provide a summary of the characteristics of the sample (i.e., the responding students and alumni): graduating class, major, grade received in the course, gender (if indicated) and class size. The committee should comment on these characteristics, relative to the characteristics of the population taught. The committee should also indicate the percentage of those responding from those originally selected by the random sampling procedure. Finally, the committee should note in the statement of procedures any deviation from the above procedure used to select the sample.
5. At no time should the original list of randomized students, the students selected to interview, or the results of the interview be shared with anyone but the committee members or those assisting the committee with contacting students to interview. Confidentiality of students must be maintained throughout the procedure.