

**---- CURRENT VERSION ---**  
**(Scroll down for the revised version)**

**APPENDIX I**  
**RANDOM SAMPLING PROCEDURE**

1. Ad hoc committee should obtain from the candidate's department secretary grade rosters of all classes taught by the candidate not included in the reappointment review—typically seven terms: S;FWS;FWS.
2. Using the alphabetical order of the students on the grade roster, assign each student a number. In a class of 20, Aaron Aaronsen would probably be #1, Zelda Zychinski #20. Choose students according to the random numbers provided in one of the three accompanying tables, using the appropriate class size cohort. Use different tables for various classes so that all three tables are used at least once. If a random number is greater than the number of students in the class, ignore it and go to the next number.
3. Try to obtain three or four students from each class. Treat laboratory sections as separate classes. You will need more than four random numbers, since some students will be sampled repeatedly and some students will be unavailable. If you run out of random numbers, start using the numbers for the next larger class size cohort, ignoring repeated random numbers. If none of the candidate's research (thesis and independent study) students is in the selected pool, combine them all and sample them as a separate class.
4. It is expected that at least 60% of the students and alumni selected should respond. The ad hoc committee should try to keep the response rate as high as possible, through letters, follow-up letters to alumni and phone calls to on-campus students. Aim toward interviewing between 20 and 25 on-campus students, and receive as high a percentage of alumni responses as possible. In the case that the total percentage falls below 60%, the committee must rely even more heavily on the college-wide student questionnaires in their evaluation of teaching.
5. The ad hoc committee should provide a summary of the characteristics of responding students and alumni. Summarize their graduating class, major, grade received in the course, sex and class size. The committee should also indicate the percentage of those responding from those originally selected by the random sampling procedure. The committee should also note in the statement of procedures any deviation from the above procedure used to select the sample.

**Table of Random Numbers to be Used to Select Students  
(use numbers from left to right)**

<u>Class size</u>	<u>Numbers</u>									
1-10	5	2	10	3	8	7	9	1	6	4
11-15	5	7	14	15	10	13	9	3	11	12
16-20	8	20	5	14	2	16	12	15	1	7
21-25	12	21	16	24	25	23	4	5	20	22
26-30	8	14	30	22	5	6	17	3	11	19
31-40	6	25	15	18	17	37	36	21	4	5
41-50	29	19	3	6	14	37	23	9	25	24
51-75	48	23	69	32	51	29	9	47	35	17
76-100	56	75	19	81	28	87	64	95	1	51
101-125	29	56	73	23	70	89	42	61	103	82
126-150	67	82	127	14	22	18	107	4	1	47
(cont.)	5	147	42	93	9	139	103	1	12	6

<u>Class size</u>	<u>Numbers</u>									
1-10	10	1	4	7	6	3	5	9	2	8
11-15	2	13	3	12	15	10	5	4	6	11
16-20	6	12	5	20	11	18	15	7	2	19
21-25	21	25	19	16	18	14	24	22	11	5
26-30	28	12	1	9	27	4	26	20	30	25
31-40	7	4	17	6	28	26	27	10	1	32
41-50	31	36	25	13	21	19	30	35	48	33
51-75	60	44	48	59	49	39	8	43	31	29
76-100	92	65	53	62	63	84	47	70	44	17
101-125	52	119	95	77	62	78	96	49	38	102
126-150	82	85	123	102	109	23	51	63	118	22
(cont.)	50	4	15	72	1	68	119	125	115	24

<u>Class size</u>	<u>Numbers</u>									
1-10	8	3	9	7	2	1	5	6	4	10
11-15	12	6	3	7	2	13	4	9	8	10
16-20	9	18	16	12	7	1	19	14	17	6
21-25	3	25	9	15	10	21	14	4	7	5
26-30	10	6	15	1	2	12	9	25	30	13
31-40	11	40	2	10	24	14	9	27	17	6
41-50	17	34	32	49	15	37	7	5	39	18
51-75	62	73	56	54	24	50	57	35	29	21
76-100	98	95	96	35	88	50	25	97	4	34
101-125	5	22	23	60	76	3	55	96	48	36
126-150	112	150	117	9	115	83	43	40	104	3
(cont.)	25	68	74	87	11	18	37	118	92	77

---- REVISED VERSION ----

**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.