

Guidelines for retention of student course evaluation forms

We need to ensure that we retain course evaluations that will be needed for reviews as well as recent course evaluations that may be needed if a question related to a course arises. Also, for faculty members who have left the college, it can be helpful to have evaluations on file in case the faculty member applies to return.

Please retain course evaluations as follows:

For full professors: Keep at least the last four years of evaluations.

For associate professors: Keep all evaluations since the year during which the tenure review took place. If this is fewer than four years, then please keep the last four years of evaluations.

For assistant professors: Keep all evaluations.

For senior lecturers: Keep at least the last four years of evaluations.

For lecturers who have not yet been promoted to senior lecturer: Keep all evaluations.

For visitors: Keep at least the last four years of evaluations.

For adjunct faculty: Keep evaluations for at least the last six courses taught, regardless of date.

For retiring faculty, faculty who are leaving Union, and adjunct faculty: Keep at least the last year of evaluations *for four years after the date of termination*.

Formats for retaining course evaluations:

For the evaluations specified above, please keep the hard-copy original evaluations.

Please also keep the electronic versions of evaluations that are provided on the department's Nexus site.

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