

## ACADEMIC PLANNING AND INSTRUCTION

### Teaching Evaluation Policies

Instructors and graduate student instructors (GSIs) at the Haas School of Business are evaluated by their students at the end of each course, before the final exam date.

Students are asked to complete an evaluation form for each instructor, usually during the last class meeting. These evaluation forms are tabulated and the ratings are made public at this website: <http://www.haas.berkeley.edu/FacultyEvals/>. (Note: this link can be used only from inside the berkeley.edu domain, not when you are logged in remotely.)

The overall effectiveness of the instructor and the overall value of the course are computed on a seven-point scale. Faculty with a mean score of 6.0 or higher are honored as members of "Club 6". Faculty members who score below 4.5 are encouraged to take steps to improve their teaching effectiveness by participating in different forms of assistance offered by Haas.

GSI evaluations are administered by the instructor or a class representative. Complete details can be found on the [Haas GSI website](#).

#### Procedure for administering evaluations

- **Set aside 25-30 minutes** of class time in the final week to conduct the evaluations. It is important that you administer evaluations prior to the Final Exam. Please administer any relevant GSI evaluations at the same time, leaving extra time for students to fill in the second form as necessary.
- Instruct the students to use a #2 pencil
- **Remind the students of the importance of the evaluations.**
- Distribute the forms to students then leave the room. This should be the last time an instructor handles the forms before results are processed.
- Designate a Class Representative to perform the following.

1. Remind students to write the name of instructors and especially GSIs on relevant forms
2. Ensure pencils are being used
3. Collect forms from the class and place in the appropriate envelope
4. Return the evaluations to the Dean's office (Room S522K)

**Policy for instructors receiving "low-mean" ratings**

Degree program directors must summarize the written comments for each "low-mean" instructor (defined as someone with a mean instructor rating of 4.5 or less). The Dean's Office will then transmit to the appropriate group chair a copy of the computer summary of the numerical ratings, the degree program director's summary of the written comments, and the copies of the written comments. The group chair will review the materials, meet with the instructor to discuss a plan for improvement, and report back to the Senior Assistant Dean for Instruction when this meeting has taken place, including a brief summary of the meeting.

*Please send any questions to [TIES@haas.berkeley.edu](mailto:TIES@haas.berkeley.edu)*