

# Citizen Evaluation of Teaching

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## Expectations and what CETs are used for

- Teaching evaluations are required annually for county faculty to qualify for a satisfactory rating for the annual performance evaluation and review. This is required for all county Extension employees with a teaching component in their position description.
- CET's are used as feedback on teaching performance and provides suggestions for improvement. They are also used in promotion and performance reviews.

# How many CETs do I need to do in a year?

The number of Citizens Evaluation of Teaching (CET) evaluations is prorated based on the faculty member's FTE assignment for Extension teaching (as indicated in their position description).

Number of evaluations required annually based on percent of FTE Extension appointment (excluding any administrative appointment FTE percentage):

- .75 to 1.0 Extension appointment - 3 teaching evaluations per year
- .25 to .74 Extension appointment - 2 teaching evaluations per year
- .00 to .24 Extension appointment - 1 teaching evaluation per year

# Guidelines for submitting completed CETs for processing

- The CET forms provided from Extension Administration should only be used for the evaluations that are to be mailed to campus for scanning and processing.
- Forms cannot be photo-copied if they are to be scanned. The Scantron form is a special paper that can be read by the Scantron reader. The Scantron reader cannot read information on a photo-copied page.
- If a faculty member submits more than three teaching sessions annually for scanning, they will be returned to the faculty member to be calculated locally.

## Guidelines for submitting CET's (continued)

- If there is more than one instructor, each instructor should be distributing their own evaluation forms.
- Once the evaluations are scanned, a summary of the processed evaluations will be emailed as a PDF file to the faculty member. The hard copies of the evaluations will be sent to the faculty member's supervisor for further review.
- Typical turn-around time on processing is 2 weeks.

# The CET process – Participant Form

- Each participant completes a “purple” participant evaluation form with a **#2 PENCIL**.
- The top section of the participant form needs to be completed by either the instructor (ahead of time) or the participant themselves. Name, workshop title and date need to be completed.
- Collect evaluations checking that pencil was used and bubbles are completely colored within the circle.
- We now have participant forms available in Spanish

# The CET process – Instructor Header Sheet

- Instructor completes the “blue” Instructor Header Sheet using a #2 pencil
- Fill out the following sections:
  - OSU ID – This is your 9 digit ID number issued by OSU
  - Instructor name – Last name, first initial
  - County (List the first 4 letters of county you are housed in, not where you taught the class)
  - Program\*
  - Department\*
  - Course Name
  - Date: Year/Month/Day
  - Military Time: Hour/Minute

# The CET process – Instructor Header Sheet - Program

\*Program should be listed as:

- 4- H = 4-H
- Agriculture = Ag
- Family & Community Health = FCH
- Forestry = FOR
- Sea Grant = SEA



# The CET process – Instructor Header Sheet - Department

\*Ag & Forestry only – fill in department code:

- Ag Ed = AGED
- Applied Economics (formerly Ag & Resource Economics) = AREC
- Animal Science = ANSC
- Biological & Ecological Engineering = BEE
- Botany & Plant Pathology = BPP
- Crop & Soil Science = CSS
- Environmental & Molecular Toxicology = EMT
- Fisheries & Wildlife = FW
- Food Science & Technology = FST
- Horticulture = HORT
- Rangeland Ecology & Management = REM
  
- Forest Engineering Resources & Management = FERM
- Forest Ecosystems & Society = FES
- Wood Science & Engineering = WSE

- Send completed CETs to:

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OSU Extension Administration

102 Ballard Hall

Corvallis, OR 97331

CET website:

<http://extension.oregonstate.edu/employees/employee-resources/evaluation/teaching>