



Semester Checklist for Chairs

- ✓ **Have you identified your departmental coordinator?**
The departmental coordinator is responsible for collecting form information from faculty. Please submit any updates regarding the departmental coordinator to SPOT@unt.edu immediately so that individual(s) can receive the necessary training.

- ✓ **Have you identified what form faculty would like to use?**
A major benefit of SPOT is that faculty members can select the evaluation form that aligns with their course delivery format. We have developed an email template for your departmental coordinator to collect this information. You may have other procedures that work better for your department (e.g., all courses use the same form, chairs determine form for adjuncts, TAs).

- ✓ **Have you considered a departmental protocol for administering the online survey?**
The SPOT system allows students to complete the survey on a mobile device. To boost response rates, we strongly encourage your department to conduct SPOT in the same way that you would a paper/pencil evaluation in the past (See Appendix D in Reference Guide for Chairs; Protocol for Administering SPOT Surveys).

- ✓ **Do you have a comprehensive system for evaluating teaching effectiveness?**
Although student evaluations provide insight into a faculty member's teaching performance, SPOT should not be the sole piece of evidence for annual evaluations and tenure/promotion reviews. SPOT should be but one indicator to assess teaching effectiveness ([UNT Policy 6.007](#)). Departments must have in place a comprehensive system for measuring teaching effectiveness.