

Every instructor in every class every semester is required ~~to administer~~ to provide the opportunity for registered students to submit an academic-unit-approved course evaluation ~~form~~. The administration procedure should assure students the ability to respond forthrightly and anonymously. Regardless of the mode (e.g., web-based, paper, etc.) in which the evaluation takes place, ~~T~~the evaluation must be distributed and collected by someone other than the instructor;

~~T~~The instructor must not see the results of the evaluation or its summary prior to submitting grades for the course. ~~and a~~ A copy of the results must be kept in the academic unit and reviewed by the academic unit chair.