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The following is provided as a clarification of the intent of Article E1.3.1(e) which deals with the written comments provided by students as part of the Student Opinion of Teaching Surveys.

Article E.1.3.1(e) says:

"Each questionnaire will provide an opportunity for students to make detailed written comments. Comments shall be placed in a sealed envelope and returned directly to the Faculty Member after the completion of the course and grades have been submitted to the Registrar, to assist the Faculty Member in evaluating all aspects of the course. Students shall be informed that these comments will be returned directly to the Faculty Member under these conditions."

Clarification: Written comments provided by students as part of the Student Opinion of Teaching Surveys are not to be transcribed before they are given to the Faculty Member. The Faculty Member receives the original comments. Students must be advised that this is the process. The written comments are only for the eyes of the Faculty Member. There is no requirement to submit them with tenure or promotion files. They must not be kept in departmental files.