## 7.5 Evaluation Procedures: Community Service (fee based) Unit Member

## 7.5 – 7.5.2 Evaluation Procedures: Community Service (fee-based) Unit Member – Chart D

Process	Team Member	Responsibility	Time Line
C. Student Evaluation	Third Party	<ul> <li>Administers the Student Evaluation Form (SEF), collects and seals in manila Envelope. Returns envelope to Community Education and Services</li> </ul>	By the end of the Quarter
Frequency: At least one (1) time per year		Department.	
Form F7.5	Manager	<ul> <li>If administering:         <ul> <li>Shall be trained by means of the self-instruction package;</li> <li>Shall be present during the administration of the SEF;</li> <li>Shall collect all forms at the end of the session</li> </ul> </li> <li>Shares the results of the Student Evaluations with the instructor</li> <li>Makes a recommendation on re-hire (each evaluation period)</li> </ul>	Prior to the end of the Academic Year