**New Evaluation Forms for Faculty**

**(as of 1/1/2016)**

**--- Instructions and Tips ---**

As of 1/1/2016, ALL faculty evaluation forms have been updated! The new forms include both negotiated changes to some wording and technical upgrades.

For CLASSROOM FACULTY (including on-line instructors), the new forms now will spell-check and paginate correctly. (A similar upgrade is in the works for librarians, counselors and learning disability specialists and should be completed soon.)

**The upgraded electronic forms come in two versions: for MAC and PC.**

While any computer can open any form, the MAC forms will work better for MAC users, and the PC forms will work better for PC users, so make sure you follow the appropriate link.

**To fill in the blanks on the new forms**: click and drag on the single dash above each line to highlight the dash, and then begin typing.

**To check boxes on the new forms:** right-click on the box; go to “properties,” and change from “unchecked” to “checked.”

Of course, you can also print the forms and fill in boxes and blanks by hand.

If you have questions about using the new forms, please contact the UF Office at 925-680-1771 or uf@uf4cd.org.