

The Fall 2017 Deadline to submit "Course Exclusions" from Tenured Faculty only is **NOVEMBER 1**. If you do not submit this form to your DEPARTMENT CONTACT by the deadline, all of your courses will be evaluated and accessible to your chairperson. **\*No Exceptions for late submissions.**

Tennessee Tech University  
IDEA Course Evaluation Exclusion Form  
**Tenured Faculty Only**

Faculty Name: \_\_\_\_\_

Tenured Faculty: Give access to results to my chairperson (Yes or No): \_\_\_\_\_

Option 1: Evaluate All Courses (Yes or No): \_\_\_\_\_

**\*OR\***

Option 2: **EXCLUDE** Courses (**Must list courses to EXCLUDE**):

<b>Example: Fall 2017 ENGL 1010-001</b>

**TENURED FACULTY must submit at least two IDEA evaluations a year** (one from an introductory course and one from an upper-division course, when possible) to their dept. chairperson or director. Faculty who teach fewer than four courses per year need submit only one evaluation.

\*If Tenured Faculty choose not to give access of results to their chairperson, it will be their responsibility to submit evaluations to the department and will not be included in department-aggregated data. All others will be accessible by the chairperson automatically.

**Note: It is very important that you complete the information above. If you do not submit this information by the prescribed deadline to you department contact, all of your courses will be evaluated and accessible to your chairperson. \*No Exceptions for late submissions after the deadline.**