

PERALTA COMMUNITY COLLEGE DISTRICT  
**TENURE TRACK**  
**STUDENT EVALUATIONS OF INSTRUCTORS**

**Cover Sheet**

Instructor's Name	Discipline	College
Class Code	Course Title	Date of Evaluation
Student Evaluations Administered By:		

**STUDENT EVALUATION REPORT(S)\* WILL BE EMAILED TO:**

If multiple codes or date, please organize forms accordingly under lead class, and explain (e.g., concurrent classes)

Committee Chair	Email	College
Administrator	Email	College
Candidate	Email	College

Evaluation summary will be emailed to all 3 recipients and the college TRC facilitator as soon as it is completed and scanned; scanned student comments will be emailed to the chair and administrator as soon as they are scanned and will be emailed to the candidate after semester grades have been turned in (early January for Fall; early June for spring). The evaluations themselves will be kept at the District Office.

**Directions:**

1. Complete this form for each set of student evaluations of instructor Scantron forms submitted.
2. Check each set of Scantron forms for correct class code and date of evaluation.
3. Send Scantron forms along with this cover sheet, immediately following evaluation date, to:

**Shanova Berry** [sberry@peralta.edu](mailto:sberry@peralta.edu)  
**Office of Sr. Vice Chancellor, Academic Affairs -- District Office**

