

# Faculty Evaluation

## In-Class Online Student Survey Process

Packets will be provided by the dean's administrative assistant, as before. However, instead of evaluation forms, an envelope with slips of paper will be provided for each class section. The slips of paper have the following information printed on them:

- A URL to access the online evaluation system
- A QR code to access the online evaluation system
- A unique pass code to login to the online evaluation system
- Name of the instructor and course being evaluated

Student responses to the instructor evaluation will be collected in class, as before, with the primary difference being that instead of a form to complete and turn in to the evaluator, they will each receive a slip of paper, as described above, and use the information on it to complete the evaluation online using a mobile device (smartphone, android tablet, iPad, or laptop).

Evaluators should notify their students in advance to bring their devices on the day when the observation and evaluation is scheduled to take place. In order to be consistent, and to reinforce that faculty care about student feedback, the evaluators should also inform their students that:

- SBCC sees faculty evaluation as an important part of professional development. Student feedback is an important part of helping instructors improve their craft.
- Those who forget to bring or do not have a mobile device will be able to complete the survey after class using a URL and individual code distributed by the evaluator on evaluation day.

After completing the class observation and collection of student surveys, the evaluator will send an email to their dean's administrative assistant, with a copy (CC) to the instructor being evaluated, informing them of the number of the completed CRN.

When a factor occurs that limits student completion of the survey, such as DSPS accommodations or a failure of internet access on the day of the survey, 48 hours will be allowed to complete the survey. Once the observation and student survey process have been completed within the 48 hours, the evaluator will send an email to the dean's administrative assistant, copying the instructor being evaluated, informing them of the number of the completed CRN.

The dean's administrative assistant will generate the summary report and place the file into the instructor's folder on Google Drive, which will be shared with the evaluation committee members by the department chair or the committee chair.