

## Process for Student Evaluations of Faculty Teaching In-Person or Partially Online Classes

**Evaluation Process Options:** Beginning spring 2020, evaluators administering the student evaluation portion of faculty evaluations may elect to administer student surveys electronically using EvaluationKIT (EK) software. Each evaluator must elect to use either electronic surveys or paper (Scantron) surveys; the two methods cannot be combined for any one class. If two evaluators of the same professor are conducting student evaluations in different sections or classes, one may use paper surveys and the other electronic surveys (or they may both elect to use the same method).

**Overview of Procedure:** When using electronic surveys, the process will be as follows:

- 1) Prior to administering student evaluations, the faculty evaluator must email the EK Administrator and advise of the the name of the evaluatee, the date of the observation, the course name and section in which the professor is to be evaluated, and the time the course meets. (To find out who is the EK Administrator in their area, faculty may consult their dean.) The EK administrator will set the electronic student survey to open at the date and time of the observation, and close seven continuous calendar days later. Evaluators should try to give the EK Adminisitrator as much lead time to set up the electronic evaluation as possible (at least one week).
- 2) Using current student evaluation procedures, the evaluator will take class time, typically the final 15 minutes of the class period, to allow students to fill out the survey form online. Using established language below, evaluators will inform students that electronic surveys are now open and can be accessed through Canvas. At that time in class, evaluators will invite students to use their smart phones, tablets or computers, as available, to access their Canvas accounts through the 4CD portal. The evaluator will remain in the room to answer questions until students have completed the surveys or the class meeting ends.
- 3) For students who do not have a smart phone or computer on the day of the observation, (or for students who are not in attendance when evaluations are administered), the evaluation will remain open online for seven consecutive calendar days. Reminders will be sent electronically (both by email and through the Canvas dashboard), but access to course materials will never be blocked nor will students be required to complete evaluations. Although the software tracks which students have completed surveys and allows them to complete the survey only once regardless of how it is electronically accessed, the actual survey responses are anonymous.

**Survey Instrument:** The negotiated student evaluation survey for in-person classes has been uploaded to college EK accounts. The questions are identical to those on paper (Scantron) surveys for in-person classes.

**Timeframe of Survey:** The date and time are set by the evaluator and evaluatee, as described in the Evaluation Guidebooks (Appendix X of the UF Contract). Student evaluation surveys are typically administered during the 15 minutes following the classroom observation. Electronic surveys may be completed by students on mobile devices during this portion of the class. Students who do not have access to a mobile device or who are absent have up to one week to complete the survey online and will receive email and Canvas reminders to do so.

**Script for Evaluator:** *This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. Your answers are anonymous; electronically submitted comments are not linked to individual students. Completing this survey will in no way affect your course grade.*

*You may access the survey now by signing into your 4CD college portal and going to your Canvas dashboard. You may take the survey only once, whether electronically or by paper. If you have questions about the form or evaluation procedures, please ask me.*