

## HHP Policies and Procedures for On-line Student Evaluations

**1.)** All courses taught by a faculty members, adjuncts and graduate assistants, must be evaluated by students using the on-line SUS Student Assessment of Instruction (SUSAI).

The following courses are exempt:

- A. Courses involving individual instruction such as independent study, internship, practicums, research, thesis and dissertation courses;
- B. Class sections for which there is no enrollment or under 5 students enrolled.

For multiple instructor courses each instructor must be evaluated separately. In addition, in courses with multiple instructors, there should not be a separate evaluation for any instructor who met with the class fewer than ten (10) times. Otherwise, unless the course falls under one of the excluded areas above, it must be evaluated.

**2.)** Departmental staff (Lori Gibbs – APK; Melissa Naidu – HEB; Donna Walker – TRSM) will oversee the set-up on online evaluations using the timeline provided each semester by the HHP Office of Academic Affairs. The online evaluation system utilizes the course schedule to populate the teacher evaluation system. It is critical that this information be accurate, and that it reflects the information entered into the Instructor Workload report. Class sections for which the instructor has changed must be updated within the Instructor Workload system. NOTE: Once an instructor is entered into the Course Scheduling system, that instructor will automatically be included in the On-line Teacher Evaluation System regardless if another instructor has been assigned to the same course section. Therefore, changes of instructors must be reflected in the following places:

- A. Course Scheduling System
- B. Instructor Workload
- C. Teacher Evaluations

Due to the fact that the same staff person may not be responsible for all three activities (course scheduling, faculty workload, faculty evaluations), instructor changes MUST be communicated to the staff responsible for each of the above areas within 72 hours. The exception to this time frame is 7 days before opening faculty evaluations, which requires an immediate notification. Once faculty evaluations are open they cannot be changed.

**Bottom Line: Any change in instructor(s) must be submitted by the Department Chair to the Office Manager, who will then be responsible for ensuring the correct change(s) are made within the above three areas.**

**3.)** The online evaluation will consist of 25 questions; including 10 base questions (1-10) as well as the College approved additional questions (11-25).

Questions 1-7 and 10 will be summarized and copies of the summary placed on the World Wide Web for public review. The numerical results of the entire evaluation and text comments will be made available to the dean, the department chair, and the faculty member.

Numerical evaluation results will be retained on-line for a period of ten years and will be archived off-line for an additional period of no less than five years. Text comments will be available on-line only for a period of one year. The official record keeper for evaluation results is the Associate Provost – Information Technology.

**4.)** The HHP Office of Academic Affairs houses the College Evaluation Administrator (DeEtta and Dr. Brown) for on-line evaluations. The College Evaluation Administrator is responsible for checking the final accuracy of instructor data and open, close and release dates for course evaluations. In addition, they are responsible for authorizing College Evaluation Report Readers and Department Evaluation Administrators for the College.

## PROCEDURES

1. Log onto <http://evaluations.ufl.edu> using your Gatorlink username and password
2. Select “College Administrator”
3. Select “Add Sections”
4. Select the appropriate term (Example: Summer 2011)
5. Select your department from the drop down list
6. Click “Get Sections”
7. **BEFORE** selecting “Next,” please review the following:
  - a. Sort the sections by clicking “section,” which should place into ascending order
  - b. Select all semester sections
  - c. Uncheck any incorrect instructors for a given section (e.g., duplicate instructors for a section due to a change in instructor).
    - i. Use Instructor Workload to verify that each section lists the appropriate instructor
  - d. Uncheck any section with zero enrolled
  - e. Uncheck any section of Independent Study, Internship, Practicum, Research/Dissertation/Thesis courses
8. Click “next”
9. Enter the dates as follows:  
Start Date: TBD 12:01 AM  
Stop Date: TBD 11:59 PM  
Available Date: TBD 12:01 AM
10. Click “Finish”
11. Click “Manage Evaluations”
12. Select your department from the drop down list
13. Click “Get Evaluations”
14. Click the check box next to “Term,” which should select all evaluations
15. Click “next”
16. Click the “Manage Questions” tab
17. Click the check box next to “order” to select all questions
18. Click the “add questions” button
19. You should then receive a popup box titled “results” confirming the additional questions have been added; click the “x” to close
20. You should now see the additional question IDs listed under the column “Question IDs” next to each course section

HHP Office of Academic Affairs will notify and remind students of online evaluations via email (through the evaluation system) and Gator Bytes.

HHP Office of Academic Affairs will provide College Faculty and GAs semester evaluation timelines and updates regarding response rates.

Reviewed and approved by HHP Administrative Team: November 8, 2011