

## Faculty Evaluation Instructions for Faculty

For Fall 2020, we recognize classes have undergone major changes with the move to online learning. When possible, faculty are being asked to provide 10-15 minutes of designated class time, whether in person or online, for students to complete their evaluation surveys. All evaluations will be open for the evaluation window from Monday, November 23<sup>rd</sup> to Friday, December 4<sup>th</sup>. This process is part of an ongoing effort to increase the student response rate of our Faculty Evaluation efforts.

### Before the Evaluation

Prior to the evaluation period, faculty will notify students (via Blackboard or email) that they will be asked to complete the faculty's Online Faculty Evaluation using the student's personal electronic mobile device. The message below can be used to notify the students.

Greetings,

Faculty Evaluations will begin on Monday, November 23<sup>rd</sup>. I have scheduled time on [insert date] for you to complete my evaluation using your own personal electronic mobile device. Your responses are important to me, as I value your feedback on my teaching, student assessment and assistance and classroom management.

You can access all of your evaluations via the email from [institutional.research@confederationcollege.ca](mailto:institutional.research@confederationcollege.ca) sent on November 23<sup>rd</sup>.

All responses will remain strictly confidential and anonymous. After the course is complete and all grades have been submitted, I will have the opportunity to review the combined results of the survey with my supervisor.

If you cannot complete the evaluation during the scheduled time, you will still be able to complete it, at any time, on your own, until Friday, December 4<sup>th</sup>.

If you have any questions or concerns accessing the survey, please contact Kaela Wilson, Institutional Research Analyst, or click on the link below to see answers to frequently asked questions.

Thank-you!

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Contact Information:

Kaela Wilson

Institutional Research Analyst

[kaela.wilson@confederationcollege.ca](mailto:kaela.wilson@confederationcollege.ca)

Frequently Asked Question webpage:

[http://www.confederationcollege.ca/sites/default/files/uploads/online\\_faculty\\_evaluations\\_faqs.pdf](http://www.confederationcollege.ca/sites/default/files/uploads/online_faculty_evaluations_faqs.pdf)

### During the Evaluation

On the day of the evaluation, faculty will provide a brief introduction, ensuring that the students understand the following:

- Students are being asked to complete the evaluation survey to provide their instructor feedback on their experience in the course.
- Students who complete their evaluation and provide their contact information are eligible to win one of three \$100 VISA gift cards. **Contact information is removed before final reports are created.**

- Student responses are completely anonymous and all responses are collated into one report.
- Student feedback is valued.
- Students have 10-15 minutes to complete the evaluation survey. Students, who cannot complete the evaluation survey during the scheduled time, can complete it at any point during the two weeks that the evaluation survey is open.

Next, faculty will explain to students how to access the evaluation survey. The students will:

- Go into their Confederation College email if it is already on their smart device, log into [webmail.confederationcollege.ca](mailto:webmail.confederationcollege.ca), or log into the portal and open their Confederation College email
- Locate the email from [institutional.research@confederationcollege.ca](mailto:institutional.research@confederationcollege.ca) (which was sent the morning of Monday, November 23<sup>rd</sup>)
- Open the email
- Click on the link provided
- The survey will either automatically open in a new window or a list of courses with open evaluations will come up and students select the applicable course
- Once all students have accessed the evaluation, if in person, the instructor will leave the room for 15 minutes.
- The students complete the evaluation.

**Faculty Evaluation Contact:**

Kaela Wilson, Institutional Research Analyst

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