

## College Student Evaluation of Teaching: Information for Instructors

### What to Expect: Timeline and Tasks

Below are the major tasks and dates associated with student evaluations of teaching. A relative date is provided for fall or spring terms and summer terms. Summer faculty-led study abroad courses or other specially timed course may have adjusted evaluation open dates but all other relative dates will remain the same in relation to the new date.

Important Date or Task	Fall/Spring Relative Date	Summer Relative Date
Confirm Your Course Information (Reply to email about errors)	14 days prior to evaluation open date	12 days prior to evaluation open date
Instructor Added Custom Questions Access Opens	7 days prior to evaluation open date	7 days prior to evaluation open date
Evaluations Open to Students (BIOL/CHEM Lab Courses, IDST 101)	7 days prior to below all-open date	N/A
Evaluations Open to Students (All Courses)	10-12 scheduled class days before the last day of classes	3-7 scheduled class days before the last day of classes
Evaluations Close	The last scheduled day of classes	The last scheduled day of classes
Reports Distributed to Instructors and Departments	1 week after the last scheduled exam day	1 week after the last scheduled exam day

### Your Syllabus

- Consider including information about student evaluation of teaching on your syllabus. Sharing with students how you use the data and why it is important to you is a great way to increase their engagement in the process and increase response rates.
- Covering this item on the first day of class also lets them know up front how committed you are to thoughtfully considering and incorporating their feedback about the course.
- Identify 15 minutes during the evaluation period to give students time to complete the evaluation. Offering time at the beginning of class is the most reliable way to increase your response rates.

### During the Term

Department staff select courses for evaluation. If you have any questions about your course's inclusion, reach out to your department's course evaluation coordinator before census date for the term.

#### Confirm Your Course Information:

You will receive an email directly from the evaluation system **two weeks prior** to the opening of your evaluation. This will ask you to confirm that information in the system is correct, including what courses you are listed as instructor for.

To help us avoid the most common student access issue, we encourage you to have all students confirm they can sign into ConnectCarolina without any issues prior to the evaluations opening. This is especially important for any visiting students as this most commonly affects special enrollment students such as those studying abroad at UNC, students from Duke, NCSU, or other institutions, and any others who do not register for courses themselves in ConnectCarolina.

#### Instructor Added Custom Questions Access

**One week prior** to your evaluation opening, you will have the opportunity to add up to five custom questions. You will have until midnight the day before the evaluations open to students to complete and submit your questions. You can find more information on the "Question Personalization for Instructors" section of [the information page for instructors](#) on our website, and the step-by-step directions for adding questions are available [here](#). If you receive a reminder about this task after submitting it, please log back in to ensure your questions have submitted correctly.

## During the Evaluation Period

We encourage you to personally remind students to complete their student evaluations of teaching. Hearing directly from you that you appreciate and use their feedback will both increase response rates, and encourage students to give meaningful and honest feedback.

You will have access to monitor the response rates for your evaluations throughout the evaluation period. Offering class time for students to complete the evaluation typically leads to an increase in response rate. We encourage you to schedule this time at the beginning of a class period rather than at the end.

Students will have until the last scheduled day of classes for the term to complete the evaluations (exceptions are granted for certain study abroad experiences). The College sets the deadline prior to final exams so that all student evaluations of teaching are completed prior to the final exam period, and thus prior to the posting of final grades.

Students have four ways to access their evaluations.

- 1) The link in email invitations and reminders.
- 2) The “Blue Course Evaluation System” link in the “Student HomePage Links” in ConnectCarolina.
- 3) The “Course Evals” tab on the left side of their Sakai home page.
- 4) Directly logging in with their onyen and password at <https://blueeval.unc.edu/Blue>.

## After the Evaluation Period: Reporting

Student evaluations of teaching reports will be released approximately one week after the last final exam period for the term. This date was selected to ensure that final grades are posted prior to the reports being released. If a need exists for a report to be released early, arrangements can be made for a PDF copy to be delivered provided all final grades have been posted for the course.

Individual course reports are released to individual instructors for all courses with four or more enrolled students. Individual course reports for courses with three or fewer enrolled students will be released to the chair for review. Once a chair has reviewed the report, they can release it to the instructor at their discretion. A cumulative report with data for all courses, including these low enrollment courses will be periodically released to instructors.

Department chairs may designate other faculty or staff to review reports within their department. This may include program directors, course directors, TA supervisors, and administrative staff charged with archiving reports.

For any questions relating to student evaluation of teaching in the College, email [cas\\_evaluation@unc.edu](mailto:cas_evaluation@unc.edu) or visit our website: <https://curricula.unc.edu/student-evaluations-of-teaching-set/>.