

**SANTA MONICA COLLEGE
OFFICE OF HUMAN RESOURCES**

September 23, 2019

TO: Probationary, Tenured, and Adjunct Faculty
FROM: Human Resources
RE: Student Evaluations – Fall 2019

You are one of the faculty members who will be evaluated by students during the Fall semester. The District/Faculty agreement mandates that instructors be evaluated by their students during the third quarter of each course section assigned to a faculty member being evaluated. Students evaluate all probationary faculty every semester during the probationary period. Students evaluate tenured faculty members every three years. Part-time faculty are evaluated twice in their first four semesters and every fourth semester thereafter.

The student evaluation period for Fall 2019 is as follows:

Classes meeting weeks 1-8: From September 23 to October 5
Classes meeting weeks 1-16: From October 21 to November 16
Classes meeting weeks 4-16: From October 28 to November 16
Classes meeting weeks 9-16: From November 18 to November 30

If your class meets at any time other than what is listed, your student evaluation should take place during the third quarter of your assignment.

ON-GROUND CLASSES:

You have received a set of Instructor Evaluation Forms and a set of Evaluation Comment Forms for each section you are teaching. Please note that the Evaluation Comment Form is a duplicate of the reverse side of the Instructor Evaluation Form, which has been moved to a separate form to allow faculty to receive their students' handwritten comments.

In addition to forms, separate labeled return envelopes have been provided for each type of form for each section you are teaching.

Instructions for evaluation forms:

- a. Write the section number on the board. You may want to fill in the section numbers on the forms before bringing the forms to the class in order to reduce errors caused by students filling in the incorrect section number. The section number is the four-digit number located under the word "number" on your printout.
- b. Where more than one faculty member is assigned to the class, write the instructor code on the board. The instructor code is the single digit number located next to the course number on your printout.
- c. Student responses may not be observed. Assign a student to distribute the forms and collect the forms by placing them in the proper envelope. Ask the student to turn in the envelopes

to the location noted. Instructions for the assigned student are included in the packet of information that you have received. Please give the instruction sheet to the student.

- d. For the Instructor Evaluation Form, instruct your students to write the instructor name, course title, and date, and fill in the section number and instructor code if applicable. Ask students to mark one response for each question on the Instructor Evaluation Form using a #2 pencil. Please inform your students that they will not complete the backside of the evaluation form, as these questions are asked on the Evaluation Comment Form.
- e. For the Evaluation Comment Form, instruct your students to write the instructor name, course title, date, and section number. Ask students to respond to three questions using a pen or pencil.

A report of the student responses to the Instructor Evaluation Form will be made available for you, your department chair or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester (this timeline will be proportionally adjusted for assignments shorter than 16 weeks). This report will be posted on the faculty portal for your review by the end of week 14 (this timeline will be proportionally adjusted for assignments shorter than 16 weeks). The envelope containing the Evaluation Comment Forms will be returned unopened to you after the final grades have been submitted.

ONLINE CLASSES:

If you teach an online class, this section applies to you. The evaluation should be activated and deactivated during the third quarter of your assignment. The individual faculty member has the discretion for when to activate and deactivate the evaluation during that period.

Activate the student evaluation within mProfessor or the online SMC Portal. Clicking “Activate” will make the evaluation option available to students, and clicking “Deactivate” will remove the option for the Corsair Connect System (formerly known as the Student Self-Service System). Remind your students that they are evaluating you, not the teaching platform. Instruct students to mark one response for each of the items as indicated on the form. Instruct your students to do the following:

1. Go to Corsair Connect www.smc.edu/cc
2. Login with your login ID and password the same way you would do if you were trying to add a class.
3. Once you are in the system, click on **Enrollment** (either the Link or Tab).
4. Select **Evaluate Instructor** located in the menu section on the left at the bottom of the column.
5. Select **Class/Instructor** and the evaluation instrument will appear.
6. Once you have marked your responses, select **Submit**.

Online responses for online classes will be tabulated after they are submitted. A report of the student responses will be available for you, your department chair or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester. This report will be posted on the faculty portal for your review by the end of week 14 (this timeline will be proportionally adjusted for assignments shorter than 16 weeks).

If you have not received enough forms for in-class evaluations, or have any questions, please contact the Office of Human Resources at extension 4415.