UNH Web-based Teaching Evaluations – FAQ for Faculty and Administrators

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Still have questions? Email Course.Eval@unh.edu
Evaluation Question Sets

Where can I see the questions included in UNH Evaluations?

The evaluation questions can be found at [here](https://unh.edu/institutional-research/sites/unh.edu.institutional-research/files/Web-based%20Evaluation%20Questions%20Sets.pdf):

Can an instructor add supplemental questions for a specific course?

Adding custom instructor questions is a feature of the web-based tool, but at this time, during the transition, UNH has not enabled this feature. When the determination is made to move fully to web-based evaluations, the roll-out of this feature will be planned.

Are evaluation questions required to be answered?

Most UNH evaluations have no required questions. Students can choose to answer as many or as few of the questions as they wish. The exception is the UNH Law School evaluation question set, in which all question must be answered to complete the evaluation.

Evaluation Schedule

What is the schedule of evaluations?

The schedule of upcoming evaluations can be found at this link: [https://unh.box.com/EvaluationSchedule](https://unh.box.com/EvaluationSchedule)

How are evaluation cycles determined?

The default evaluation cycle runs 11 days for most UNH evaluations. The reference point is the last day of classes (end of term date in Banner). Evaluations will open one week prior to that date, and close three days after. There are some additional factors that may shift it a day or two to determine the specific open or close dates on any cycle.

UNH Law evaluations generally run for one month, approximately two weeks before and after the end of term.

Can an instructor or department request a change to the evaluation schedule for a particular course?

As a general rule no, but this is possible in certain cases – factors include the reason a change is needed, what the change is, how far in advance of the evaluation the request is made. One key is advanced planning with IR&A. Examples of where evaluation schedule has been altered include courses with an embedded travel component at the end of the course, courses that change instructors over the duration of the term, and courses that extend past the end of term date in Banner.
Evaluation Method (Web Evals vs Paper Evals)

Which courses are evaluated through the web-based evaluation tool?

As of Fall 2015 the following groups of courses are evaluated through the web-based evaluation tool, Campus Labs Course Evaluation:

- All UNH Law Courses
- All eUNH online courses
- Durham and Manchester face to face courses taught by tenured professors

All J-term and Summer term evaluations are through the web-based evaluation tool.

When will the entire University move to web-based evaluations?

That has not been determined at this point.

Does the move to web evaluations result in a shift to average evaluation scores? How will that be factored into performance and tenure reviews?

This will continue to be a valid and relevant question for several years after UNH transitions fully to web-based evaluations. Initial results, though on a limited sample, indicate there is a difference in average scores between web-based evaluations and paper evaluation. In order to understand and account for this difference, each term a common report will compare average scores for each of the standard UNH questions resulting from the web evaluations to a paper evaluation benchmark. This report will be available to faculty, administrators, and review committees.
Response Rates

How do I know whether students in my course(s) are responding?

Faculty:

➢ Faculty Portal log in: https://unh.campuslabs.com/faculty/
➢ Faculty should be able to log in with their standard UNH username and password.
➢ Once you are logged in, you will see a list of your courses with evaluations. You will see the number of students enrolled and the current response rate

Dept Chairs and Deans:

➢ Administrator Portal Log in: https://unh.campuslabs.com/Ce/
➢ Administrators should be able to log in with their standard UNH username and password.
➢ By going to Reporting and then Response Rates you can get the view shown below. In this view, you can use the filters and sliders to get a view of response rates for active or closed evaluations within your reporting structure

Can I see which students have completed evaluations?

No. While faculty and administrators can monitor a course’s response rate, the response status of an individual student is not visible. This restriction is necessary to ensure students’ confidentiality.
Administering Evaluations in Class

Can I administer web-based evaluations in class? How should I do it?

YES! Setting aside class time to complete the evaluation in class is considered a best practice in order to improve response rates.

- Announce in advance the date you will have the class complete the evaluation.
  - For Fall 2015, for the regular term, select a class date during the week of 12/9.
- Tell students to bring a laptop, tablet, or smart phone to class in order to complete the evaluation.
- Tell students why their participation matters to you.
- Have the students complete the evaluation at the beginning of the class period (while they are still a captive audience.) Give them 10 -15 minutes to complete the evaluation.
  - Note: data analysis has shown that most students complete the evaluation in 5 minutes or less. By giving 10 minutes, you are ensuring they have time to leave comments.
- Leave the room while the students are completing the evaluations.
  - Designate a student to retrieve you or call you if there is an issue or if everyone is done early.
- If a student feels he or she did not have enough time to complete the evaluation, remind him/her that the evaluation can be accessed and updated through the end of the evaluation window.

Why should I give time during a class period for the evaluation?

UNH’s response rates are lower, on average, since moving from paper to web evaluations. Faculty and administrators are looking at a variety of ways to bring the participation rate up. Providing class time, just as we did with paper evaluations, demonstrates to students that it matters to you to have the evaluation complete and creates a captive audience situation where they might as well get it done at that time.

Can I limit the evaluation’s availability online, so that my students can ONLY fill it out during a designated class period?

No. The evaluation window is set by the University and individual instructors do not have ability in the software to open and close the evaluation for their course.

Still have questions? Email Course.Eval@ unh.edu
Evaluation Results - Faculty

When are results available?

Results are made available 2-3 weeks after the end of the term. Results cannot be made available until after the grade submission date, set by the Registrar, has passed. In order to reduce the likelihood that evaluation results are released before professors submit grades, a “safety buffer” was added to the grade deadline date.

For courses the end before the close of the full term (e.g. Summer Term 1, Half Term 1), evaluation results are still not released until after the close of the main term.

For the Fall 2015 term, evaluation results will be available the second week of January.

How am I notified about my results?

When results become available, you will receive an automated email from the evaluation system. The email will include a link to the faculty portal where you can view each course online. The email will also include two PDF attachments. The PDF files contain the results for all your courses that were evaluated during the term. One file contains the quantitative questions and answers. The other file contains all the narrative or free text questions and answers.

What is the difference between the results reporting available online compared to what I receive in an email?

The emailed file contains results from all your courses this term in the same file.

By going into the Faculty Portal https://unh.campuslabs.com/faculty/, you are able to view and print each course separately. You can also view how your scores compare to average results in your department or college, as shown in the screen shot below.
To better understand my students’ comments, I’d like to see how the commenter answered other questions on the evaluation? How can I do this?

This request has come from several departments on campus – we are referring to the request as “linking comments.” This cannot be provided today, but it will be part of a reporting project in 2016.

Who has access to the evaluation results?

Beyond the instructor, web-results results are available to department chairs and Deans and their designees. The method for providing results to review committees is determined by the department or college.

Evaluation Results – Department Chairs and Deans

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How am I notified about my results?

When results become available, you will receive an email from Institutional Research & Assessment with instructions on how to log into the administrator portal to view the results within your organization. Unlike faculty, you do not receive a PDF of the results for each instructor.

How do I access results of instructors in my organization?

Go to the Administrator Portal Log in: https://unh.campuslabs.com/Ce/. Log in with your standard username and password. You should see reporting options shown below. To access results for your faculty, go to faculty reports and select the term you are looking for and then the faculty member.
Evaluation Policy

I've heard there is a policy review going on, what is the status of that work?

As part of the transition to web-based evaluations, a policy update has been undertaken. A cross-functional group including faculty, staff and administrators, did an initial re-write. The draft policy will be reviewed by the Academic Standards and Advising Committee (ASAC), followed by the Deans’ Council, followed by the Faculty Senate, and finally approved by the Provost. As of Nov 2015, the policy review by ASAC was in progress.

Where can I find the current UNH policy on teaching evaluations?

The current policy, last updated in 1994, is available on the IR&A website, see link below.

http://www.unh.edu/institutional-research/student-evaluation-teaching

Student Experience and Information for My Students

THERE IS A STUDENT FAQ AVAILABLE ON THE IR&A STUDENT EVALUATION OF TEACHING WEBPAGE.

http://www.unh.edu/institutional-research/student-evaluation-teaching

How do students access the evaluations they need to complete?

The student portal web address is: https://unh.campuslabs.com/courseeval/ Students should log in with their standard UNH username and password.

Another option is for students to log in via their Blackboard page. There is a link on the center of their main page after they log for course evaluations.

Students get email reminders every other day when they have open evaluations waiting to be completed, so “check your email for the link” is good verbal reminder to provide them with in class.

Can I log in as a student and complete an example evaluation in order to understand their experience?

Yes. A demonstration site for faculty has been set-up. Follow the directions at the link below.

https://unh.edu/institutional-research/sites/unh.edu.institutional-research/files/Faculty%20Link%20for%20UNH%20Eval%20Demo%20Site.pdf