CofC Course-Instructor Evaluation Guide

User Guide for Faculty, Department Chairs, Program Directors, and Deans
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General Information

- We evaluate most courses at the College of Charleston. Courses with less than 2 students are not evaluated.

- There are 8 evaluation cycles per academic year:
  1. Fall Express I
  2. Fall Full and Express II
  3. Spring Express I
  4. Spring Full and Express II
  5. Maymester
  6. Extended Summer
  7. Summer I
  8. Summer II

*The length of each term varies, so the evaluation period also varies. The constant factor across all terms is the evaluation period always ends at midnight on the last day of exams.

- Students and instructors receive an email notification that the evaluations have opened. This email includes a direct link to their evaluation(s).

- Students who have not completed their evaluations receive two follow-up reminders.

- In-class administration of evaluations is mandatory for all instructors. For online courses, only, emailed reminders should be sent in lieu of in-class administration.
General Information (continued)

- Instructors (and their supervisors) can monitor response rates for each course section throughout the evaluation period.
- Reports on submitted evaluations are published for faculty and their supervisors after that term’s deadline for grades has passed.
How to Access Your Evaluations

1. Go to https://coursereview.cofc.edu and login.

Alternatively, click on "Course Evaluations" link in the Faculty tab in MyCharleston OR the right-hand column of OAKS.
2. Scroll Down to Reports Section

Select a Report to View
3

Filter Your Results

Supervisors:
Toggle OFF to narrow your search from individual reports to full term reports (e.g. Spring Express I, Maymester, Extended Summer).

Download to PDF

View More Reports

View within Internet Browser
Reports

Definitions and tips about our individual and supervisor reports.

Available for all evaluated instructors and their supervisors:

- **Individual reports {Breakdown by Context – no comments}** - One report per non-cross-listed course per evaluation cycle. This report does NOT contain students’ anonymous free-response comments.

- **Individual reports {Breakdown by Context}** - One report per non-cross-listed course per evaluation cycle. This report contains students’ anonymous free-response comments. This is the report most often used by department chairs in reviewing their individual faculty.

- **Individual report {Cross-listed Courses – no comments}** - One report per combination of cross-listed courses per evaluation cycle. This report does NOT contain students’ anonymous free-response comments.

- **Individual report {Cross-listed Courses}** - One report per combination of cross-listed courses per evaluation cycle. This report contains students’ anonymous free-response comments.

Available for supervisors upon request *(deans, department chairs, program directors)*:

- **Departmental Report** - One report per department per evaluation cycle showing aggregated responses for all courses in that department. This report does NOT contain students’ anonymous free-response comments.

- **Cross-Section Report** - One report per course number, comparing questionnaire responses across multiple sections of that individual course. This report does NOT contain students’ free-response comments.

- **Campus-wide Report {Aggregate}** - One report for the entire College per reporting period showing total responses for the evaluation cycle. This report does NOT contain students’ free response comments.
Faculty/Student Incentives

Why should faculty encourage students to complete their evaluations? What’s the importance? What’s in it for me?

- Course-Instructor Evaluation results are a component in the promotion and tenure process of faculty.
- Student feedback is invaluable, and critical to improving your teaching.
- All faculty members who achieve a 70% response rate or above in all of their evaluated course sections are automatically entered into a drawing. From this group of eligible faculty, four are randomly selected and given their choice of Research and Development funds or College of Charleston technology (e.g. iPad mini) of equal price. These winners are selected and announced twice a year: after the Fall full semester evaluation period, and after the Spring full semester evaluation period.

What are the student incentives?

- Students who complete evaluations for all of their courses will be entered into a drawing for priority registration or an extra graduation ticket. Please feel free to remind your students about this incentive or any other encouragements you offer them in completing all of their evaluations.
Questions?

- Visit the Course-Instructor Evaluation FAQ webpage.

- Email CourseReview@cofc.edu with any further questions. A member of the Course-Instructor Evaluation support team will respond as soon as possible.

- The Course-Instructor Evaluation process is maintained by Academic Affairs. You can reach the front desk at 843-953-5527.