Distance Learning Student Evaluations Online Deployment Process - Fall 2014
Information For Faculty, Chairs, and Division Offices

Faculty Status	Regular Faculty	Adjunct Faculty With Rehire Rights	Probationary Faculty	Adjunct Faculty Without Rehire Rights
Contract requirements based on faculty status*	Year 1 required.	A minimum of each prep every year. Fall or spring as requested by the Department Chair or appropriate manager.	Years 1 & 2 required. Evaluation teams organize the student evaluations and informs the Division Offices.	A minimum of each prep in Years 1 and 4 by a designated evaluator, in Fall or spring as requested by the Department Chair or appropriate manager. Years 2 and 3, a minimum of each prep annually, organized by the faculty, to be conducted by the Department Chair or appropriate manager.
Online deployment trigger	Faculty deploy on their own.	Faculty deploy on their own.	Division offices inform the Library & Learning Resources Division who informs IT to deploy the survey.	Division offices inform the Library & Learning Resources Division who informs IT to deploy the survey. Exception for hybrid classes only: Paper process may be conducted by a student in the classroom, then delivers to Department Chair or Division Office
Deadline for completing the evaluations	By end of the semester in which evaluations are conducted.	By last day to drop (adjust timing for 8-week classes).	By last day to drop (adjust timing for 8-week classes).	By last day to drop (adjust timing for 8-week classes).
Report on student completion progress	Reports of students completing the survey and percentage of the class completing the survey will be sent to faculty Monday and Wednesday of the duration of the survey period by email from rhughes@mtsac.edu in IT.			
Evaluation results	IT will automatically email results to faculty evaluatee.	IT will automatically email results to faculty evaluatee.	IT will automatically email results to **Department Chair;** faculty evaluatee will also receive a copy.	IT will automatically email results to **Department Chair;** faculty evaluatee will also receive a copy.
When are results sent	Nightly if there are results to be sent.			
Hybrid classes	As an alternative, the print version of DL Student Evaluation form may be used in a face-to-face class meeting just like regular classes. Caution: to honor the Faculty Agreement and to ensure completeness and accuracy of results, it is crucial to ensure that students in hybrid classes are *not* getting both the online and the print versions for the same class. Otherwise, the results could be split or duplicated between the two versions, and students could spend time taking the survey twice.			

Notes: (1) *Faculty may verify their status in the evaluation cycle with their own Division Office.
(2) Other questions? Mary Johnson mtjohnson@mtsac.edu or Meghan Chen mchen@mtsac.edu.
(3) Robert Hughes rhughes@mtsac.edu is Director, Enterprise Application Systems, who is running the online process through Banner.

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