**Distance Learning Student Evaluations — Online Deployment Process**

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| 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.  Inform your division your CRN(s), dates of the survey, and timing of the semester for DL Student Evaluations. | Annually, a minimum of each prep will have student evaluations conducted | Evaluation teams organize the student evaluations for each CRN. Division offices inform the Library & Learning Resources division who informs IT to deploy the survey. | Years 1 and 5 required, a minimum of each prep's DL CRN will have DL Student Evaluations.  Division offices inform the Library & Learning Resources division who informs IT to deploy the survey. |
| Deadline for completing the evaluations | By the end of the semester in which evaluations are conducted. | Student Evaluations need to be completed by the 10th week. | If applicable, DL Student Evaluations must be completed by the 12th week of the semester. | Student Evaluations need to be completed by the 10th week. |
| Report on student completion progress | Reports of students completing the survey and percentage of the class completing the survey will be sent to you real time by email from IT. | | | |
| Evaluation results | Evaluation results will be sent **only to you** and available through two weeks after the fall or spring semester ends, depending on which semester DL Student Evaluations are done. | Evaluation results will be sent **only to you** and available by 14th week in time for your use on your evaluation summary. | Evaluation results will be sent to your **department chair** by the 14th week; you will get a copy by email from IT by the end of the semester. | Evaluation results will be sent to your **department chair** by the 14th week; you will get a copy by email from IT by the end of the semester. |
| Hybrid classes | In hybrid classes, the print version of DL Student Evaluation form may be used in a face-to-face class meeting just like regular classes. | | | |