

**Where can I access my end of course evaluations?**

<https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/displayResults.pl>

Also found at the bottom of the CERTI website, [certi.mst.edu](http://certi.mst.edu).

**When can I access my end of course evaluations?**

The day after grades are posted.

**When are the course evaluations available for students to fill out?**

The two weeks before the last day of classes.

**How can department chairs access their faculty's end of course evaluations?**

By putting in a helpdesk ticket at <http://help.mst.edu>.

**What information is available to department chairs?**

Only the numerical scores; not the student comments, unless the individual faculty member makes them available.

**What are the seven standard questions on the course evaluations?**

- Evaluate this course, independent of the instructor's effectiveness, in terms of its educational value to you.
- Rate the instructor's use of assignments and tests for facilitating your learning of the subject matter.
- Rate the instructor's concern for your understanding of the material.
- Rate the instructor's preparation for class.
- Rate the instructor's ability to communicate.
- Rate the instructor's ability to stimulate and motivate you.
- Rate the overall teaching effectiveness of this instructor.

**How can I add different questions to the end of course evaluations?**

By putting in a helpdesk ticket at [help.mst.edu](http://help.mst.edu) with up to three questions that you would like to add.

**What if students in my course are not receiving a link to the course evaluations?**

Please contact Kristy Giacomelli at the registrar's office for help, x4224.

**Are summer courses evaluated?**

Summer courses are not automatically evaluated. Instructors must initiate this process by requesting it from the CET committee at least three weeks prior to the evaluation period.

**How can I contact the Committee for Effective Teaching (CET)?**

The CET is a Faculty Senate Committee, and the membership is listed on the Faculty Senate website: <http://facultysenate.mst.edu/>.

**How can I increase participation in my end of course evaluations?**

There are several strategies available, however, the option that is recommended by the CET committee is to allow students a few minutes of class time to complete the online evaluation using a mobile device. Another proven method is to do mid-course evaluations with staff instructional designers and let students know you are serious about receiving their feedback. Contact [edtech@mst.edu](mailto:edtech@mst.edu) for more information.

**How do I use course evaluation scores in my portfolio for promotion and/or tenure?**

CET scores should only be part of the story you tell about your teaching. Go [here](#) for some expert advice from the Curators' Teaching Professors on this topic.