

**1. 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).

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

The day after grades are posted.

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

The two weeks before the last day of classes.

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

Department chairs should already have access to the Instructor Evaluation web application. If you don't, then submit a Help Desk ticket at <http://help.mst.edu> and ask that it be assigned to Project Management.

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

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

**6. 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.

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

Instructors can add up to three course questions through the Instructor Evaluation application. (See question 4).

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

Email notifications are sent out to students and include a link to the evaluations. Link: <https://teacheval.mst.edu>

**9. What if a student is not seeing a specific course for evaluation?**

Not all courses are evaluated. For example, a course with only one student will not get evaluated. Also, students might not be properly enrolled in the class. Ask students if they have dropped, withdrawn from or "wait listed" the class, or if they have attended under "hearer status" for the class. If so, then they don't get to do an evaluation.

Students can also validate in Joe'SS that they are enrolled in the class. If not enrolled, they need to contact the registrar's office: registrar.mst.edu, x 4181.

**10. What should I do if I'm not listed as the instructor for a course that I teach?**

Instructors are advised three times during the semester to validate their course listings. If you are still not listed as teaching a course or listed on a course that you are not teaching, then contact your department chair and request the change. The department chair will contact the registrar's office for the update. Changes are strongly discouraged after the start of the evaluation period and require CET (Committee on Effective Teaching) approval.

**11. Are summer courses evaluated?**

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

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

The CET is a Faculty Senate Committee <http://facultysenate.mst.edu/> with a rotating membership. For further assistance, contact Angie Hammons, [hammonsa@mst.edu](mailto:hammonsa@mst.edu), or Abby Bigg, [bigga@mst.edu](mailto:bigga@mst.edu), and they can help get you connected with the correct individuals.

**13. 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 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 [Educational Technology](#) for more information.

**14. 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](#) to watch the video "Tenure Expectations for Teaching: What Assistant Professors Need to Know" for some expert advice from the Curators' Teaching Professors on this topic.