

## Teaching Evaluations

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### Overview

Instructors and School/College departmental staff can conduct teaching evaluations electronically through the online version of the University's Teaching Evaluation (TE) system. The Office of the Registrar - Evaluations, departmental staff, and instructors (if allowed) set up the online teaching evaluation forms in M-Pathways. After students complete the forms in CTools, evaluation results are available to instructors and departments in Wolverine Access Faculty Business and/or M-Pathways.

### Business Process

The teaching evaluation process requires action by four parties:

- The Office of the Registrar - Evaluations
- School/College departments
- Instructors
- Students

A description of the actions required by each party is detailed below.

**Business Process Detail**

	<b>Responsible Party</b>	<b>Task</b>	<b>Timing</b>	<b>System</b>
1	<b>The Office of the Registrar - Evaluations</b>	Enter questions and templates (core forms) for evaluations and specify default start and due dates for the evaluations.	Before the start of a term	M-Pathways
2	<b>Departments (Schools/Colleges)</b>	Review evaluation templates. Contact RO - Evaluations if new templates, new questions, or changes are needed.	Early in the term and when appropriate	M-Pathways
3	<b>Departments (Schools/Colleges)</b>	Order evaluations by assigning evaluation templates to class sections. <ul style="list-style-type: none"> <li>If needed, the default start and due dates can be changed for specific evaluations.</li> <li>In addition to conducting final course evaluations, some departments conduct evaluations periodically during the term.</li> </ul>	After instructors have been assigned in M-Pathways via Maintain Schedule of Classes	M-Pathways
4	<b>Instructors</b>	Review course and instructor evaluation template questions. <ul style="list-style-type: none"> <li>Primary instructors have the ability to add questions to a class evaluation.</li> <li>If your department does not want the primary instructor to add questions, contact the RO - Evaluations who can set the class evaluation for instructors to view only.</li> </ul>	<ul style="list-style-type: none"> <li>After departments have assigned evaluation templates</li> <li>Departments should notify instructors</li> </ul>	Wolverine Access Faculty Business
5	<b>The Office of the Registrar - Evaluations</b>	Load evaluation data to CTools. Note: After an evaluation has been loaded to CTools, the due date can be modified or the evaluation can be inactivated. No other evaluation modifications are allowed.	For final evaluations, several weeks before start date	CTools
6	<b>Students</b>	Complete evaluations. <ul style="list-style-type: none"> <li>Students are notified by e-mail when evaluations are available in CTools.</li> <li>Every other day, reminder e-mails are sent to students who have not submitted evaluations.</li> <li>Upon completing an evaluation, the student receives a confirmation email.</li> </ul>	Between the evaluation start and end dates	CTools
7	<b>Instructors</b>	View evaluation response rates. <ul style="list-style-type: none"> <li>See student view of evaluation.</li> <li>View the number of evaluations submitted by students.</li> </ul>	Between the evaluation start and end dates	CTools

8	<b>Instructors</b>	<p>View evaluation results.</p> <ul style="list-style-type: none"> <li>• Instructors will be notified by e-mail when reports are available and before individual response reports are removed.</li> <li>• Instructor Report - Quantitative rating results, including medians and frequency counts, are available in Faculty Business indefinitely.</li> <li>• Individual Response Report - Students' individual responses are available for viewing and downloading for a limited period of time (approximately three weeks after reports made available) and will be deleted before the end of the following term.</li> <li>• Instructor with Comment Report – Combines the quantitative rating results and the students comment data in one report.</li> </ul>	<ul style="list-style-type: none"> <li>• After report generation is complete</li> <li>• To view reports, final grades must be submitted</li> </ul>	Wolverine Access Faculty Business
9	<b>Departments (Schools/Colleges)</b>	<ul style="list-style-type: none"> <li>• View and download evaluation reports.</li> <li>• Staff will be notified by e-mail when reports are available and before individual response reports are removed.</li> <li>• Per University policy, staff cannot view midterm evaluations.</li> </ul>	After report generation is complete	M-Pathways

## M-Pathways Access

Departmental staff with the **SR EVALUATION ORDER USER** role in M-Pathways can:

- View evaluation templates.
- Assign evaluation templates.
- Select instructors to include in the evaluation process.
- Change evaluation detail for specific classes
  - Override default dates from the evaluation template.
  - Add an evaluation template for unofficial or multiple instructors.
- View and download evaluation reports.

Departmental staff with the **SR EVALUATION REPORT USER** role in M-Pathways can view and download evaluation reports. (Intended for staff who review report data but don't need to order evaluations.)

## Important Points to Remember when Assigning Evaluation Templates

When working with evaluation templates it is important to remember:

- Default dates for the evaluation period must be defined by the RO - Evaluations before departments can assign evaluation templates to class sections.
- Instructor assignments must be finalized in the M-Pathways Maintain Schedule of Classes before assigning evaluation templates.
- Evaluation templates cannot be changed once the evaluation period starts and students begin to complete evaluations via CTools.
- Evaluation templates can be assigned to class sections individually within a subject area or globally to classes in a subject area.
- The home department assigns evaluation templates for combined or cross-listed courses or sections.

## Other Helpful Information

If you have questions or need assistance with the M-Pathways system, please call the Information and Technology Service Center at 734-764-HELP (4357), or send an email to [4help@umich.edu](mailto:4help@umich.edu).

## Staff Training and Documentation in My LINC

[View Teaching Evaluation Template Questions – Step-by-Step Procedure](#)

[Assign Teaching Evaluation Templates by Subject Area – Step-by-Step Procedure](#)

[Assign Teaching Evaluation Templates by Class – Step-by-Step Procedure](#)

[Modify/Delete Teaching Evaluation Orders – Step-by-Step Procedure](#)

[Run Teaching Evaluation Reports – Step-by-Step Procedure](#)

## Faculty Training and Documentation in Faculty Business Help

[Help: Teaching Evaluations](#)

### Student View of Teaching Evaluation

myworkspace@ctools.umich.edu
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My Workspace

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Teaching Questionnaires

**Profile** Evaluation: AMCULT 231 003 DIS (Group: 2010,3,A,AMCULT,231,003)

**Instructions:** This questionnaire asks for your opinions about this class and the way it was taught. Indicate your agreement or disagreement with the statements below. Mark N/A if you feel a statement is not applicable.

**Group/Course Items:**

1. Overall, this was an excellent course.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
2. I learned a great deal from this course.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
3. I had a strong desire to take this course.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
4. I gained a good understanding of concepts/principles in this field.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
5. Comment on the quality of instruction in this course.
6. Which aspects of this course were most valuable?
7. Which aspects of this course were least valuable?
8. How might the class climate be made more inclusive of diverse students?

**Evaluatee/Instructor Items:**

9. Overall, the instructor was an excellent teacher.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
10. The instructor was effective in handling multicultural issues in the class  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
11. The instructor explained material clearly and understandably.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A
12. The instructor appeared to have a thorough knowledge of the subject.  

Strongly Agree 
Agree 
Neutral 
Disagree 
Strongly Disagree 
N/A

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Students complete the course level questions first.

Instructor level questions are next. Each instructor evaluated on the class will have their own set of instructor level questions labeled with their preferred name.