

FREQUENTLY ASKED QUESTIONS

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HOW TO REQUEST TEACHER EVALUATIONS

1. How do I request a Teacher Evaluation?

All UOW staff can organise an evaluation of their teaching in a UOW subject.

Teacher Evaluations can be organised via the Teacher Evaluation Management System (TEMS): <http://cedirsd.uow.edu.au/tems/> using your UOW staff username and password. If you don't have one, you need to complete a User Account Application form at: <http://www.uow.edu.au/its/useraccountapplication/index.html>

To submit an online Teacher Evaluation Request you will need a current UOW Staff card as the 14 digit bar code number is entered into the online request form. If you don't have a current UOW Staff card you can obtain one from Staff Services (ext 5902).

2. Can multiple tutorials OR lectures OR practicals for a subject be evaluated?

Yes, you can evaluate your teaching in multiple tutorials OR lectures for a subject. However, you can't evaluate more than one aspect of your teaching in a subject – ie: you can't request teacher evaluations of your tutorials and your lectures in the same subject/session, as this results in the same group(s) of students being asked the same set of questions about you.

To enter information for multiple tutorials/lectures in a subject you teach, click the 'add another class' button to add an additional class for each individual session.

Only click 'Next' when all the classes have been added.

Only one Teacher Evaluation Report will be produced for multiple classes.

TEACHER EVALUATION REQUEST

1 2 3 4

Page 3: Evaluation Details

Details of class where this evaluation is to be conducted

Note: If you have multiple classes (e.g. 3 tutorials) you can include them by clicking the "Add another class" button below.

Date evaluation to be conducted(d/mmm/yyyy)

Time evaluation to be conducted --:--:-- AM

Number of Students

Building Number

Room Number

Who will collect the evaluation pack from Building 20, AV Store? I will collect Staff member from my department will collect

List of classes to be evaluated

Class 1: 15/02/2012 9:30 AM

[Cancel This Request](#)

3. I team teach a subject with a colleague, can I evaluate my component of the teaching?

Yes you can. Team teaching can present challenges in relation to evaluation delivery. To avoid confusion, it is recommended you liaise with your colleague to ensure evaluations are not conducted on the same day to allow students to focus on your teaching.

4. Can I request a Teacher Evaluation for my wholly online subjects?

Yes you can. Teaching Services have an online Teacher Evaluation tool to evaluate teachers who teach wholly online subjects.

On Page 2 of the request form, Step 4: Choose the type of teaching, select the Wholly Online option.

Teaching Services staff will contact you to discuss when you would like students to have access to the online evaluation and how long you would like the evaluation to remain accessible – we generally recommend a two week period.

TEACHER EVALUATION REQUEST

1 2 3 4

Page 2: Evaluation Details

Search & Select Subject

Step 1: Enter the subject code(s) (to be included in one evaluation) TBS904 / /

Example ACCY100 / ACCY900

Step 2: Choose the year 2012

Step 3: Choose the subject location Wollongong

Step 4: Choose the type of teaching --- Please Choose ---

Step 5: Display a list of subject instances --- Please Choose ---

Step 6: Select all relevant subject instances

[Cancel This Request](#)

Teaching Services staff will obtain UOW email addresses of the enrolled students via SMP. Students will receive an email advising them of the Evaluation and providing a link to access the questions.

The questions in the online Teacher Evaluation are identical to the questions in the paper-based evaluation.

After the evaluation closing date, Teaching Services staff will download the data and arrange for it to be processed into the same statistical report produced from the face to face classes.

5. Can I evaluate classes in which more than one subject is taught?

Yes you can. You will need to enter all the subject codes in Step 1 on page 2 of the online request system

For example, if the subject code is ECTE482/982, you should enter ECTE482 in the first box and ECTE982 in the second box. After you have selected 'Display Instances', you will need to select each relevant subject instance from the available list before selecting Next.

The screenshot shows the 'TEACHER EVALUATION REQUEST' interface, specifically 'Page 2: Evaluation Details'. At the top, there are four numbered tabs (1, 2, 3, 4) and a 'Page 2: Evaluation Details' label. Below this is a 'Search & Select Subject' section. Step 1: 'Enter the subject code(s) (to be included in one evaluation)' has two input boxes containing 'ECTE482' and 'ECTE982', which are circled in yellow. An example 'ACCY100 / ACCY900' is shown below. Step 2: 'Choose the year' has a dropdown menu set to '2012'. Step 3: 'Choose the subject location' has a dropdown menu set to 'Wollongong'. Step 4: 'Choose the type of teaching' has a dropdown menu set to '--- Please Choose ---'. Step 5: 'Display a list of subject instances' has a 'Display instances' button. Step 6: 'Select all relevant subject instances'. At the bottom, there are '<< Back' and 'Next >>' buttons, and a 'Cancel This Request' link.

6. Can I evaluate non-subject related teaching ie: not listed on the UOW subject database?

The Teaching Evaluation Management System (TEMS) requires the nomination of a UOW subject code to submit a request.

If you wish to obtain feedback on non subject related teaching we suggest you consider a Peer Observation of your teaching. Further information is available at: <http://www.uow.edu.au/asd/PeerReview/>

7. Can I conduct Teacher Evaluations at a satellite/offshore campus?

Yes you can. Teacher Evaluations at satellite or offshore campuses are requested in the same way Wollongong campus Teacher Evaluations are requested at <http://cedirsd.uow.edu.au/tems/>.

The Teacher Evaluation packs can be sent to the satellite/offshore campus coordinator. Alternatively, if you also teach at the Wollongong campus, they can be collected from the AV Store counter in Building 20 and taken to the satellite/offshore campus.

It is your responsibility to organise a UOW Staff member or student located at the satellite/offshore campus to conduct your Teacher Evaluation. Teaching Services are unable to organise this on your behalf.

8. How much notice is required to organise an evaluation of my teaching:

To guarantee the availability of the evaluation packs in advance of the evaluation date, Teaching Services require the following notice:

- Wollongong Campus – 5 **working** days
- Satellite Campuses – 10 **working** days
- OffShore Campuses – 14 **working** days

We will endeavour to prepare evaluation packs for all requests received, however we cannot guarantee availability when less notice is provided.

9. Can I arrange for pick up/delivery to anywhere other than Building 20 on the Wollongong campus?

Currently, because of the bag tracking system used, this is not an option. All Wollongong campus Teacher Evaluations are available (either by the teacher being evaluated or another person nominated within TEMS) from Building 20 where both their collection and return are recorded.

CONDUCTING A TEACHER EVALUATION

10. What is a Teacher Evaluation pack?

The Teacher Evaluation pack consists of:

- A set of evaluation forms with unique serial numbers. The serial numbers are recorded against the evaluation request to ensure they are used for their intended purpose
- A set of instructions for the Administrator, including a script of critical information for the students being evaluated
- A Declaration Form which is to be signed by the Administrator after the evaluation is conducted
- A plastic envelope which is to be sealed by the Administrator after the evaluation is conducted

11. How are Teacher Evaluations conducted/ Can I conduct the Teacher Evaluation myself?

UOW Teacher Evaluations can be conducted by a general or academic staff member from your department/faculty or a student from the class being evaluated.

Teachers may not be present in the room while the evaluation is being conducted. If you wish, prior to the evaluation, you may go over the evaluation instructions with the person conducting the evaluation on your behalf.

Once the evaluation is complete and the forms have been sealed in the envelope provided, please ensure the person who conducted the evaluation signs the declaration (or in the case of a student conducting the evaluation, includes their student ID number) before returning the pack to Building 20.

12. What if I can't arrange for the Teacher Evaluation to be conducted on the day specified in my original request?

In most circumstances this isn't a problem. Please contact Teaching Services staff with the revised date(s)/time(s) so this can be recorded on the system and note the date/time change of the Declaration slip accompanying the pack.

The only time a date change might be problematic is when the results are required for an Academic Probation or Promotion application due in the same session the Teacher Evaluation is taking place. Check with Teaching Services staff to see if the rescheduled date will cause a delay in the processing of the Teacher Evaluation.

13. Can I return evaluations conducted at the Wollongong campus via the Internal Mail?

It is important completed Teacher Evaluation packs are returned to Building 20 as soon as practical after the evaluations is conducted at which time they will be scanned back into the TEMS. This is to ensure we have a clear custody chain for your private and confidential information.

RESULTS FOR TEACHER EVALUATIONS

14. When are Teacher Evaluation results released?

Teacher Evaluation statistical reports are generally available 4-6 weeks after the end of Autumn and Spring sessions. Student handwritten comments cannot be released until after all results are declared in the subject.

If statistical reports are required for an Academic Promotion or Academic Probation (continuing or fixed) application, the Teacher Evaluation results can be processed earlier, provided you indicate this in your online request and sufficient time is provided. Please note you will only receive the statistical report for your Probation/Promotion application. Student handwritten comments will not be released at this point.

You will be notified via email when the statistical report(s) are available. You can also view the status of your Teacher Evaluations within the Teacher Evaluation Management System at: <http://cedirsd.uow.edu.au/tems/surveystatus.aspx>

15. How do I interpret my report?

Information is included on page two of your Evaluation report and can also be found at: <http://www.uow.edu.au/content/groups/public/@web/@cedir/documents/doc/uow057638.pdf>

16. MEANS – where can they be found?

UOW Faculty means can be found at: <http://www.uow.edu.au/content/groups/public/@web/@cedir/documents/doc/uow061909.pdf>

UOW question means can be found at: <http://www.uow.edu.au/content/groups/public/@web/@cedir/documents/doc/uow057637.pdf>

17. Who has access to my Teacher Evaluations?

UOW Teacher Evaluation results remain confidential to the teacher being evaluated, and are only released to a third party (eg Academic Probation Committee) following written authorisation from the teacher.

18. Can I access my old evaluation results (>5 years)

Teaching Services currently have access to electronic copies of all Teacher Evaluations administered from 2005 onwards. Paper-based files may be available for Teacher Evaluations administered between 2000 and 2004.

Access to results of evaluations conducted prior to 2000 cannot be guaranteed. A review of stored evaluations conducted before 2000 resulted in originals either being sent to the teacher evaluated for their own records, or confidentially disposed of.

Records prior to 2000 of teachers no longer employed by UOW were also confidentially disposed of.

TEACHING EVIDENCE FOR PROBATION AND PROMOTION

19. Can I conduct Teacher Evaluations in the session I will be applying for Probation/Promotion?

Yes, you can. Any Teacher Evaluation conducted in the same session you are applying for Probation and/or Promotion will need to be conducted earlier than normal to ensure results are available in advance of application deadlines.

Teaching Services send out an email at the start of each session advising the timeline for administering Teacher Evaluations in the current session for use in any Probation and/or Promotion applications.

If you need evaluations completed within the session you are applying for Probation/Promotion please contact Teaching Services for further advice.

20. What teaching evidence can Teaching Services provide in support of my Probation/Promotion application?

- Teacher Evaluation Summary Reports
- University Learning & Teaching (ULT) Course Completion Report
- Formal Peer Reviews

Evidence in support of Probation/Promotion applications should, where possible, be requested at least 2 weeks prior to applications closing.

You should e-mail teaching-services@uow.edu.au, to nominate the teaching evidence you would like forwarded on your behalf to the Academic Probation/Promotion Committee Secretary.