The Teacher Evaluation Management System

Online Request

What’s it for?

The Teacher Evaluation Management System (TEMS) allows you to:
- make a request for a formal Teacher Evaluation and
- view the status of any previously requested Teacher Evaluations

Who can request a Teacher Evaluation?

UOW staff who are engaged in a teaching role (casual, contract or continuing) are eligible to request a formal evaluation of their teaching.

What will I need to complete a Teacher Evaluation Request?

In order to complete an online Teacher Evaluation Request you will need to enter information about yourself and your subject/class. If you make a mistake, don’t worry, the original request can be edited by CEDIR.

Here’s what you need to know.

Your details:
- Your UOW username and password (obtained through ITS)
- Your UOW ID card Barcode number (ID card obtained through Personnel)
- Your UOW Staff number

The subject in which you’ll be evaluated:
- The subject code or codes (where one class has multiple codes/cohorts)
- The session or intake during which the evaluation will take place
- If the evaluation is for a Promotion or Probation application in the same session – the application due date

Details of the classes in which the evaluation will be conducted:
- Date and time
- Number of enrolments
- Location (Building and room)
- Campus where evaluation is to be conducted
- Type of Class e.g. Lecture or Tutorial (there are other selections)

Where someone else is collecting your blank evaluation forms from CEDIR:
- Their name
- Their UOW ID card barcode (so forms can be discharged from CEDIR)
- Their email address

Are there any limitations?

Teacher Evaluation Reports:
For each Teacher Evaluation and hence Evaluation Summary Report required you must complete a new separate online request. One submitted request will produce only one report even when multiple subject codes and locations are entered.
Type of teaching activity:  
Only one type of teaching activity e.g. tutorial or lecture, can be requested per evaluation. You can't evaluate the lecture and the tutorial but you can do multiple classes of the same type e.g. four tutorials in a subject. This is so the same students are not surveyed twice for one evaluation.

Changing a request:  
Once you've submitted your online request form you can't change it but you can edit details from the confirmation page before you submit your request. If you need to change anything after you've submitted your request you can ask CEDIR to amend it for you.

Tips
You can pick up your own evaluation forms from CEDIR and give them to the person administering the evaluation prior to the evaluation. You don’t have to have a ‘collector’.

If you have an upcoming Probation or Promotion application get organised early and complete your evaluation request/s at the beginning of session. For deadlines see the PODS intranet site https://intranet.uow.edu.au/pods/index.html and look for Academic Probation or Academic Promotion.

When will I get my results?
Teacher Evaluation Reports are generally available 4-6 weeks after the end of session. If they are required for a Promotion or Probation application, in the same session, they can be processed earlier provided you enter the application due date into your request.

You can collect your results from CEDIR, when you are notified they are available, or you may have the results sent to you on campus or elsewhere. Select your preference when making your online request.

Who should I contact if I need assistance?
You can contact CEDIR on 4221 3140 (x3140) or cedir_evaluation@uow.edu.au

Currently Abbie Watson is administering the Teacher Evaluation process and records. If you would like to call Abbie directly you can do so on x 5208.