

How to Evaluate Online Instructors

1. Go to Distance Learning website and click on “Instructor Resources”
2. Click on “Student Evaluation of Online Instructor Request” form
3. Submit the “Student Evaluation of Online Instructor Request” form.

Evaluation Procedures form

1. Follow instructions on how to request the evaluation team into a class
2. The evaluation team will be given the role of “student”
3. The Distance Education office will put the survey link into the class and notify the instructor and evaluation team when completed.
4. The instructor will put in an announcement regarding the survey
5. The results will be emailed to the chair of the evaluation committee

What is the department chair’s role?

- Inform the faculty member they are being evaluated.
- Instruct the evaluation chair (if another person) to let the instructor know they will be evaluated online.
- Provide online evaluation procedures to the online instructor and the evaluation committee chair

What is the role of the evaluation chair?

- Fill out and submit the “Student Evaluation of Online Instructor Request form”.
- Designate who the survey results should be mailed to (themselves or another person).

What is the role of the faculty member being evaluated?

- The faculty member needs to make an announcement regarding the survey.

What is the role of the Distance Education Coordinator?

- The Distance Education office will go into the Canvas site of the classes being evaluated to insert the “Evaluating an Online Instructor” survey into assignments.
- The Distance Education office will notify the instructor and evaluation team when completed.
- The Distance Education office will send the results of the survey to the designated recipient.