

Acknowledging Supervisor Feedback to Yearly Evaluations in CoursEval

Last updated: 

For any questions or assistance, email surveys@shorter.edu.

Note:

For full-time personnel, the feedback acknowledgment process should only occur after the supervisor has met and discussed their feedback with the evaluated individual.

Logging in to CoursEval

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- Click the dark blue “AMS CourseEval” text to go to your personal CourseEval portal.

Acknowledging feedback on submitted self-evaluations

To acknowledge the feedback evaluations submitted by your supervisor, navigate to the correct report screen.

- Along the top navigation menu of the CourseEval portal, select “Reports” and then “Evaluation Reports.”

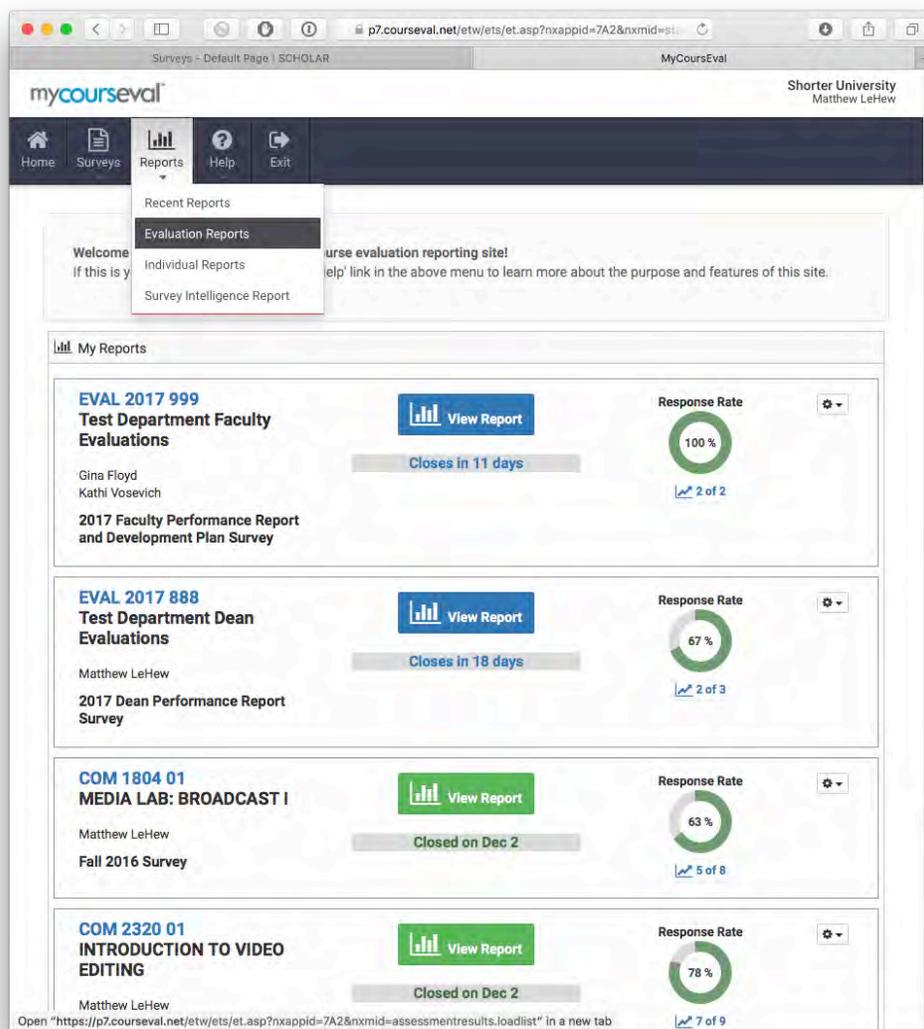


Figure 2: The CourseEval portal with the Evaluation Report menu item shown.

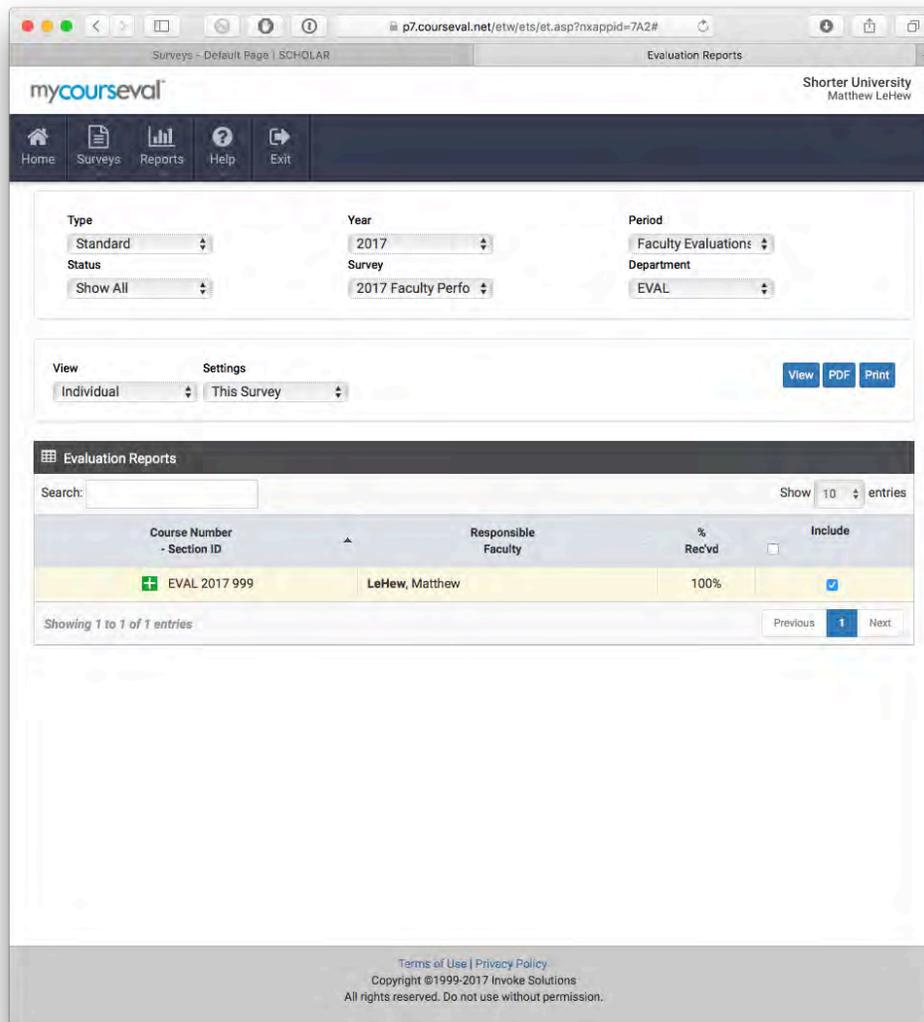


Figure 3: The Evaluation Reports screen.

- The menu items on the Evaluation Reports screen must match the menu items shown in Figure 3 above in order for the correct reports to display:
 - Type: Standard
 - Year: *(Current Year)*
 - Period: Faculty Evaluations
 - Status: Show All
 - Survey: Variable...this may change depending on which group of faculty you belong to. You can select an option to narrow it down or select “Show All.”
 - Department: EVAL
 - View: Individual
 - Settings: This Survey (**Note:** “This Survey” may not be available as an option if more than one survey is selected in the lower portion of the screen.)

- Select the appropriate survey by clicking the “include” check box.
- Click the blue “View” button to review your survey submission and see your supervisor feedback.

2017 Dean Performance Report Survey Faculty Evaluations (2017) Shorter University CourseEval

Course: EVAL 2017 888 - Test Department Dean Evaluations Department: EVAL
 Responses / Expected: 1 / 3 (33.33%)

Faculty: Matthew LeHew

Yearly Faculty Evaluation	LeHew, Matthew	
	Individual	
	N	Mean
Q1 Leadership	1	5.0
Q2 Administrative Duties	1	5.0

Choices / Values: Unsatisfactory=1 | Below Expectation=2 | Meets Expectation=3 | Exceeds Expectation=4 | Exemplary=5

Faculty: LeHew, Matthew
 Question: Leadership Comments
 Response Rate: 50.00% (1 of 2)

1 My leadership has simply been the best.

Faculty: LeHew, Matthew
 Question: Administrative Duties Comments
 Response Rate: 50.00% (1 of 2)

1 I am amazing at administrative duties.

Enter your Comments/Feedback below: Click the Save button when you are finished.

Evaluation Response: I agree with this evaluation.

My chair or dean has read and discussed their evaluation with me. (Type your name as a digital signature)

Date

Save

Figure 4: Evaluation acknowledgment form.

- Select your response to the feedback, type your name as a digital signature, and type the date. When you are done, click “Save.”