

## OOI FACULTY EVALUATION PROCEDURES

1. Please review and adhere to the Cover Sheet/Schedule provided to the Evaluation Chair.
2. All evaluators must be trained in the evaluation process every three (3) years prior to participating in an evaluation. Training is available online at the [UF Evaluations Canvas Course](#). Evaluatees are also invited to attend the workshop.
3. Updated evaluation forms can be accessed on the UF website located here: [Evaluations](#). The forms can be downloaded as Word documents, completed and saved on your computer.
4. All faculty being evaluated must complete a self-evaluation and should be in **report form**. **Please have the evaluatee place his/her name on this document.** The self-evaluation narrative must be submitted with the completed evaluation packet. The self-evaluation worksheet is to be used as a checklist only.
5. Surveys will be conducted via Watermark. The students will be sent an email to their InSite email address with a link to complete the survey as well as Canvas reminders. The survey will be available for two weeks.
  - a) Please request the classes to be surveyed via this link: [Student Survey Request Form](#) **DO NOT EMAIL THE INFORMATION**. Surveys are open for two weeks only.
  - b) It will be helpful if the evaluatees inform their students that they are being evaluated and that the students will receive the survey link.

### **Helpful Information to share with students:**

*The student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores.*

*Your answers are anonymous; Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.*

6. At the end of the survey period, the results of the student survey will be sent to the Evaluation Chair and to the faculty member (evaluatee) upon request.
7. **Completed evaluation packets (all documents) are to be uploaded to the Office of Instruction SharePoint site. NEW: A SharePoint document request link will be sent from the Office of Instruction to evaluation chairs. The secured SharePoint link is where the documents will be filed.** Please consult the [checklist](#) to make sure that you have submitted all of the documents required.