

SILBERMAN SCHOOL OF SOCIAL WORK

TEACHER EVALUATIONS

Teacher evaluations are done at the end of the semester. These evaluations, which are online, ask students to rate your ability to teach, to motivate, to communicate. It also asks students to rate the content, the assignments, the activities, as it relates to the learning objectives of the course.

These evaluations can provide you with constructive feedback to help you continuously improve your course.

We ask that you do the following:

1. Provide students with some information/examples on constructive feedback (e.g. be specific, focus on observable behaviors).
2. Email frequent reminders to students about completing the evaluation form and/or post announcements in Blackboard.
3. Provide instructions on accessing the evaluations (below) with each email sent or announcement posted.
4. Build in class time, the last 15 minutes of class for example, for students to complete the evaluation. You may reserve laptops, via the helpdesk, to ensure that all students have access to the online evaluation.

Let the student know that:

1. Responses are completely anonymous; instructors can only see results after grades are released.
2. Teacher evaluations serve a number of important functions such as improving classes by providing instructors feedback on their teaching as well as serving as supporting documentation in a faculty's reappointment, tenure and promotion.
3. Teacher evaluations also help the student make decisions about what courses and instructors are right for them.
4. Teacher evaluation results are readily accessible to them at <http://www.hunter.cuny.edu/myprof>

Student instructions:

Students can complete evaluations in three simple steps:

1. Visit <http://www.hunter.cuny.edu/te> on a computer or www.hunter.cuny.edu/mobilete on mobile devices
2. Sign in with Net ID and password. ([Forgot your password?](#))
3. Complete and submit the evaluation.

Faculty instructions for accessing results:

To view your evaluations: log onto www.hunter.cuny.edu/myprof with your Hunter NetId and password.

To view student comments: Click on the “student comments” tab on the upper right side. Select the semester. Click “next” on the lower right side to view additional comments.

NOTE: Summaries of the closed-ended questions to the entire Hunter Community. Comments about your course, however, are **only be viewable by you, the instructor, and no one else.**