Department chairs only:

All course evaluations at Lehigh are conducted online through our Course Evaluations & Surveys (CES) portal: http://go.lehigh.edu/evalkit. This is where students complete their evaluation forms, and where instructors and administrators access course evaluation summary reports. As a department chair, you are assigned an administrator role in Lehigh's CES portal and have access to all course evaluation summary reports for your department. In most departments, only the department chair and department coordinator have access to all the course evaluations. Instructors will only see the evaluations of the courses they taught.

You can find information about how to access course evaluation summaries for your faculty members and your department's courses here: https://oirsa.lehigh.edu/end-semester-summaries. Since course evaluation data is very sensitive, we ask that you please refrain from downloading any summary reports on your department's shared drive or any other location that might result in instructors having access to their colleagues' evaluations.

Don't hesitate to reach out to our office by emailing inevals@lehigh.edu if you have any questions or concerns about accessing course evaluation summary reports or about course evaluations in general.

Other administrators (Department/program coordinators):

If you are required to have access to course evaluation summary reports for your department and therefore are assigned an administrator role in Lehigh's CES portal:

All course evaluations at Lehigh are conducted online through our Course Evaluations & Surveys (CES) portal: http://go.lehigh.edu/evalkit. This is where students complete their evaluation forms, and where instructors and administrators access course evaluation summary reports.
In most cases, only the department chair and department coordinator have access to all the course evaluations within a given department. Instructors will only see the evaluations of the courses they taught. As a department coordinator, your main role in the online portal is to assist faculty if they need any help accessing their summary reports, or to access the summary reports for your department if they are needed for any rehiring/review process. We are also happy to help with that at any time. Since course evaluation data is very sensitive, we ask that you please refrain from downloading any summary reports on your department's shared drive or any other location that might result in instructors having access to their colleagues' evaluations.
You can find information about how to access course evaluation summaries here: https://oirsa.lehigh.edu/end-semester-summaries

If you are our assigned contact to answer course evaluation data questions for your department (review Preliminary Listings):

Our office is responsible for administering the end-of-semester course evaluations, which take place during the last week of classes. We mainly ask our contacts' assistance around mid-semester to review the course and instructor information, in preparation for administering end of term evaluations.

To determine which courses and instructors will need to be evaluated, we first extract from Banner the list of all courses being taught and all instructors assigned to them.

Since we recognize that this information can change during the semester or can contain errors, we ask the department coordinator or contact to help us verify this information for their own department and help us determine if/how a course or instructor should be evaluated. This verification step typically takes place mid-semester during the fall and spring semesters. The file that we provide you (preliminary listing) contains the list of courses taught in your department or taught by your department's faculty.

These are the specific verifications we are asking for your help with when reviewing preliminary listings:

- The first priority is to confirm or correct the courses and the instructors:
  - Are any courses missing, or should any courses be removed?
  - Are all the instructor assignments correct?

- The column "Evaluate_Course" is used to note if a course/instructor is scheduled to be evaluated (marked "Yes") or not (marked "No"). All courses are scheduled to be evaluated unless the total enrollment is less than 5, or if a type of course not well suited to the evaluation process or to the questions (e.g. dissertation/thesis courses, some of the research or independent study courses), or if the role of the instructor in the course is more of an advisor or coordinator role. You know your department best, so please let us know if:
  - Should any of the instructors/courses marked "Yes" not be evaluated?
  - Should any of the instructors/courses marked "No" be evaluated?

- The columns "crosslisted crn" and "crosslisted with" are used to mark courses that will be evaluated as a group: the evaluations from a group of classes will be combined into one summary report for the instructor. This is usually done for "typical" crosslisted courses such as a Biochemistry course where the students can decide to enroll in the CHM or the BIOS section but are all taking the same course at the same time, and therefore it is truly only one course. Another "typical" example is courses such as Calculus I where multiple sections are available for the students to enroll in, but they are all attending the lecture together. Instructors or departments can decide to have courses grouped in the same way for evaluation purposes, even if they are not truly taught together. For example, if an instructor would like one of their courses with less

than 5 students enrolled to be evaluated, they can ask to group it with another one of their courses, such that the combined enrollment is greater than 5.

- A given course can have many instructors assigned to it in Banner. Please help us determine how each of them should be evaluated for a given course:
  - If a given instructor has a "regular" role, i.e. teaches the class, prepares the course material, the assignments etc, then they should be evaluated using the [core evaluation form](#).
  - If a given instructor has the role of a Teaching Assistant (TA) for the course, i.e. is only leading recitations or labs, then they should be evaluated using the [TA evaluation form](#).
  - If the course is a Practicum course, i.e. a field placement or internship, in which the role of the assigned instructor is that of a supervisor, then they should be evaluated using the [Practicum evaluation form](#).
  - As was mentioned above, if the role of the instructor in the course is more that of an advisor or coordinator, then they should not be evaluated.
  - Our default is the core evaluation form: we will assume that an instructor has a "regular" role unless informed otherwise.
  - Please note that TAs and Practicum courses are not identified in Banner, so we completely rely on the department coordinators to let us know about these. Graduate students often have the role of a "regular" instructor, and therefore should be evaluated as such, and therefore our office cannot make any assumption based on the fact that an instructor is a graduate student.

Some of these questions might be easy for you to answer, and some might require you to reach out to some individual faculty members.

You can find general information about the course evaluation process on our website: https://oirsa.lehigh.edu/evaluation-process

Please don't hesitate to reach out to our office with any questions or concerns by sending an email to inevals@lehigh.edu.