

## Faculty FAQs

### What are the benefits to transitioning to an online course evaluation system?

- Students have more time and flexibility to complete thoughtful responses and provide meaningful feedback.
- Flexibility! There are 24 core questions, but depending on the type of course, questions can be automatically added (Essential Studies, department-provided questions, instructor-question personalization, etc.).
- Faculty can gauge response rates and encourage students to complete the SELFI. Department chairs, contacts, and deans are also be able to monitor response rates and help determine where intervention might be needed.
- Faculty will receive summary reports, including student comments, much more quickly, and in an easy-to-save electronic format.
- Flexibility for students! Students who may have missed the in-class administration of evals, have the opportunity to do the evals online.
- Online course evals decrease the margin for error (students are prompted with the correct class number and don't have to 'fill in the bubbles').
- Preserves class time that may otherwise be spent doing evaluations (although setting aside class time to complete the online evaluations has been found to be advantageous for increasing response rates).
- Paper savings.
- Labor savings in terms of scanning, producing, and distributing reports.

### How can students access the SELFI?

There is an automated process that will email an invitation to students asking them to complete the evaluation. For a full-term course, this will happen within the last two weeks of the session. Two reminders are also scheduled to go out to the non-responders. As an instructor and once the evaluation period opens, you will be able to view your response rates and encourage participation.

### Who will have access to the results of my SELFI report/s?

At present, reports are available to you, your supervisor/department chair, dean, and department contact, including the open-ended questions. However, any Question Personalized (QP) or 'instructor-created' question responses will only be provided to you.

### Can faculty ask additional questions on the evaluation?

Yes, faculty have the ability to add up to three questions to the SELFI. This process is called Question Personalization (QP). Faculty will be sent an email regarding how and when to add their personalized questions to the SELFI. The question/s can be either a rating or open-ended question.

**What if my class is team taught?**

The system has the capability of asking the same questions for each/every course instructor. As long as both/all instructors are listed for the course within Campus Connection they will automatically be opted-in for the course evaluation.

**Can GTAs be evaluated?**

Yes. If a GTA is teaching a course and is expected to be evaluated, the GTAs name must be listed as one of the course instructors within Campus Connection. Please work with your department contact or course scheduler to provide this information.

**How will I know when my evaluation results are available?**

The results will be made available approximately two weeks after grades are posted. Faculty will receive an email indicating that the results are available. The reports can be accessed either through the email, via Blackboard, or directly via the website ([evals.und.edu](http://evals.und.edu)).

**How do I save a copy of my SELFI results?**

When reports become available, results may be downloaded as a PDF. Reports are also archived and retrievable at a later date. The SELFI reports will be removed once the faculty member is no longer affiliated with UND.

**Can I see results from past semesters?**

Results for semesters prior to fall 2016 were distributed to faculty and department chairs through the USAT process. The Office of Institutional Research is able to retrieve USAT summaries from prior semesters. Beginning in fall 2016, the SELFI results can be accessed via a secured website. The SELFI reports will be removed once the faculty member is no longer affiliated with UND.

**What if I am an instructor and I am taking courses?**

You will be classified as both an instructor (in the course you teach) and a student (in the course you are enrolled in) and have access accordingly.

**Who do I contact if I have more questions about the process or if I have difficulty accessing my response rates or results?**

Please contact the SELFI Project Team at [selfi@und.edu](mailto:selfi@und.edu).

Documentation notes:

Updated 050516 cjlw

Updated 060916 cjlw

Updated 082216

Now took out the bit about open-ended questions being available to chairs, contacts, etc. 091516 cjlw

Updated 092216 cjlw

Updated 3/2/23 jls