CSUDH

FACULTY AFFAIRS & DEVELOPMENT

How College Deans, Department Chairs and Department Peer Review Committee Members Access Perceived Teaching Effectiveness (PTE) Results

(Stateside Courses)

TABLE OF CONTENTS

CAMPUS POLICY

Presidential Memorandum (PM 2022–05): Process for Student Course Evaluations of Faculty Perceived Teaching Effectiveness.

"Student evaluations of teaching provide one source of information to improve and evaluate instructional effectiveness. The Perceived Teaching Effectiveness instrument ("PTE") is used to collect student perceptions of instructor effectiveness. It provides information for Reappointment, Tenure, and Promotion (RTP) review, Post-Tenure Review (PTR), Lecturer Evaluations, and Lecturer Range Elevation decisions. PTEs shall be used as one element of assessing instructional effectiveness and not as the sole indicator of such effectiveness.

Student course evaluations shall be administered for all classes each semester (Fall and Spring). Students shall complete a questionnaire that may have quantitative or a combination of quantitative and qualitative elements. Such evaluations shall be uniformly required of all instructors. Summer courses will only be evaluated as requested by the College Deans."

CSU/CFA COLLECTIVE BARGAINING AGREEMENT (UNIT 3)

Per Article 15.15 of the California Faculty Association Collective Bargaining Agreement:

"15.15 Written or electronic student course evaluations of faculty instructional effectiveness, also called "student opinion survey" and "student perception of teaching effectiveness" on some campuses, shall be required for all faculty unit employees who teach. All classes taught by each faculty unit employee shall have such student course evaluations unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendations of appropriate faculty committee(s). In cases where student course evaluations are not required for all classes, classes chosen for evaluation shall be representative of the faculty unit employee's teaching assignment and shall be jointly determined in consultation between the faculty unit employee being evaluated and their department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Results of course evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.

15.16 Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee.

15.17 a. Student course evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section. The format of student course evaluations shall be quantitative (e.g., "Scantron" form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments).

b. Any student communications or evaluations provided outside of the regular evaluation process must be identified by name to be included in a Personnel or Working Personnel Action File.

c. Faculty unit employees may submit written rebuttals to student course evaluations pursuant to Provision 11.2 when it is believed that additional information is needed or in the case of student bias. Evaluators must review such written rebuttals when reviewing underlying student course evaluations."

REQUESTING ACCESS TO VIEW PTE RESULTS

The Office of Faculty Affairs and Development will grant PTE access to College Deans, Department Chairs, and Department Peer Review Committee Members (with **tenured** status). Department Chairs will have access from the start to the end of their appointment.

College Deans and departments will only be able to view PTE data for the colleges or departments they are authorized to access. Faculty members (with **tenured** status) serving on the Department Peer Review Committee to evaluate temporary faculty (Lecturers) will be able to view reports for the courses they are authorized to access, as per CSU/CFA CBA Article 15.2.*

Department Chairs can request access for the Department Peer Review Committee by emailing Ruby Martinez at rmartinez@csudh.edu in the Office of Faculty Affairs and Development.

The Department Chair should provide the following information:

- Full name of the faculty reviewer (tenured)
- Full name of the faculty member being reviewed
- PTE Term(s) (Semester/YYYY)

The PTE results for the current term are available at the end of the semester, after grades have been submitted. Data from previous terms is available online starting from fall 2009.

For RTP purposes, candidates for retention, tenure and promotion shall be evaluated via Interfolio. Each RTP committee member/reviewer will be provided access to the candidate Working Personnel Action File (WPAF) via Interfolio. Please click on the following link for more information on the RTP Guidelines and Policies.

ACCESSING THE PTE PORTAL

Starting in the Spring 2012 term, all PTEs for faculty are administered through the Online PTE portal.

CSU Dominguez Hills utilizes a web-based system to administer the Perceived Teaching Effectiveness (PTE). Students in online, hybrid, and face-to-face classes can submit official evaluations of teaching effectiveness electronically through the PTE portal. Students can complete their evaluations from any desktop computer or mobile device. Faculty, deans, department chairs (tenured), and reviewers (tenured) reviewing lecturers also have access to the Online PTE portal from any desktop or mobile device.

College Deans and Department Chairs (with **tenured** status) will have access to PTE evaluations for faculty members.

You can access the Online Perceived Teaching Effectiveness (PTE) portal at https://dhwapp.csudh.edu/Perceived, using your CSUDH network username and password.

We recommend bookmarking the PTE login page for easy access.
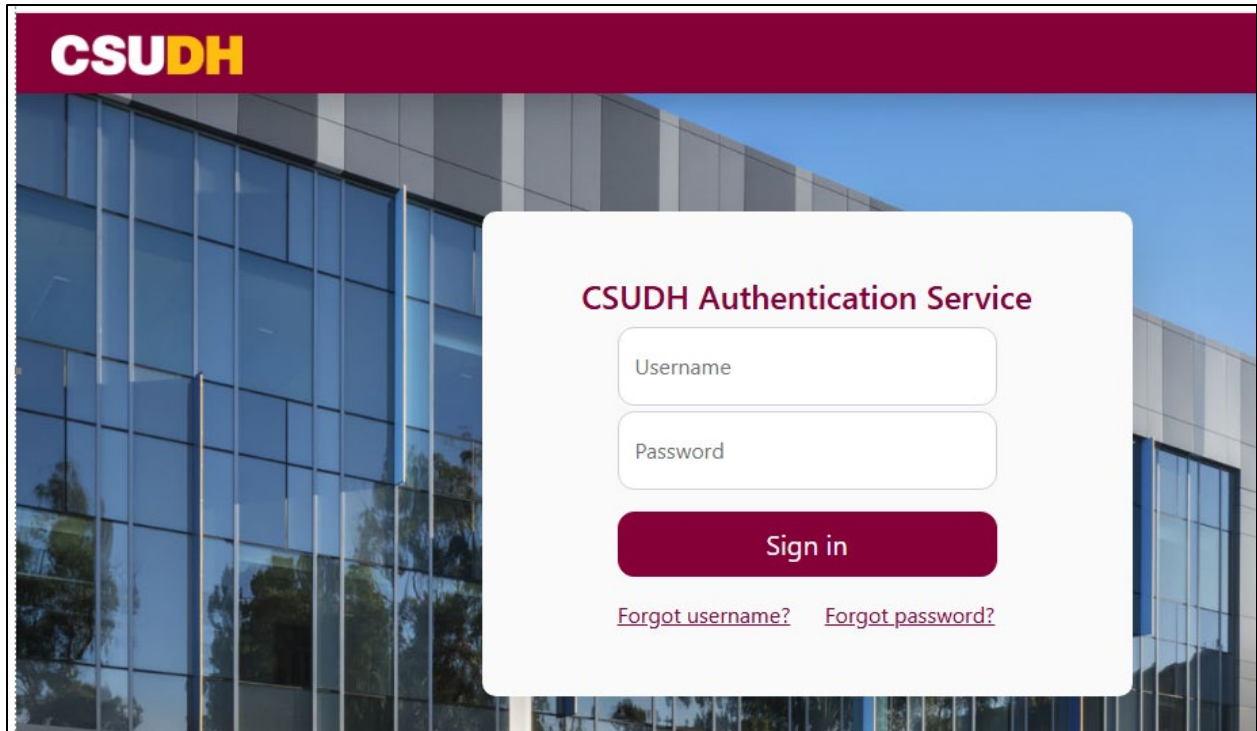
For optimal performance, please enable pop-ups for your web browser and clear your browser cache regularly.

Follow the step-by-step instructions and images to access the PTE data. For security purposes, a VPN will be required if accessing from outside the United States.
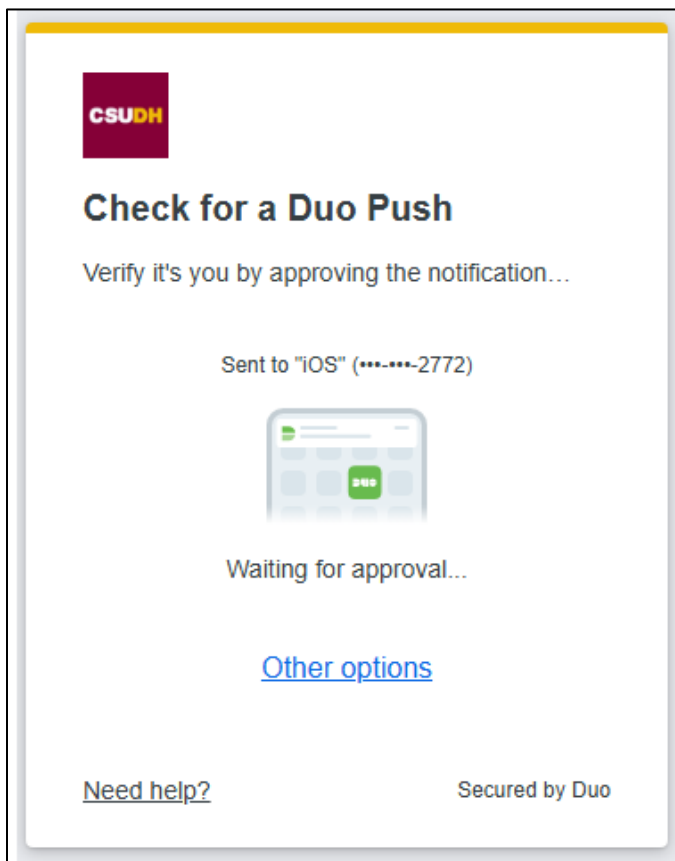
- **Step 1:** Access the CSUDH Perceived Teaching Effectiveness Login site.
- **Step 2:** Enter your CSUDH credentials, username and password. Check any device which has DUO installed and approve.
- **Step 3:** Click "Yes", this is my device.
- **Step 4:** Select a user role at the Dashboard page.
- **Step 5:** Click check box.
- **Step 6:** Complete login process by clicking the "Continue" button.

After logging in successfully, you can choose the relevant semester and select the course for which you wish to view reports.
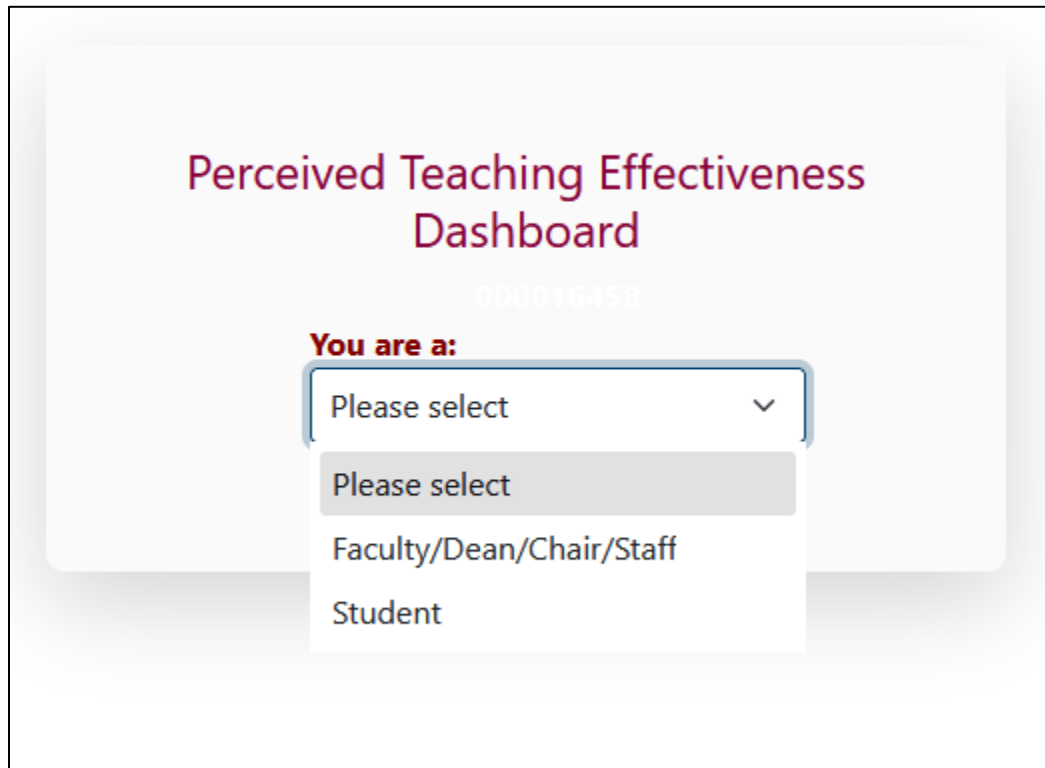
For VPN assistance, contact the I.T. Help Desk at (310) 243-2500 or submit a ticket at https://csudh.service-now.com.

CSUDH

CSUDH Authentication Service

Username

Password

Sign in

Forgot username?   Forgot password?

CSUDH

Check for a Duo Push

Verify it's you by approving the notification...

Sent to "iOS" (•••-•••-2772)

Waiting for approval...

Other options

Need help?   Secured by Duo

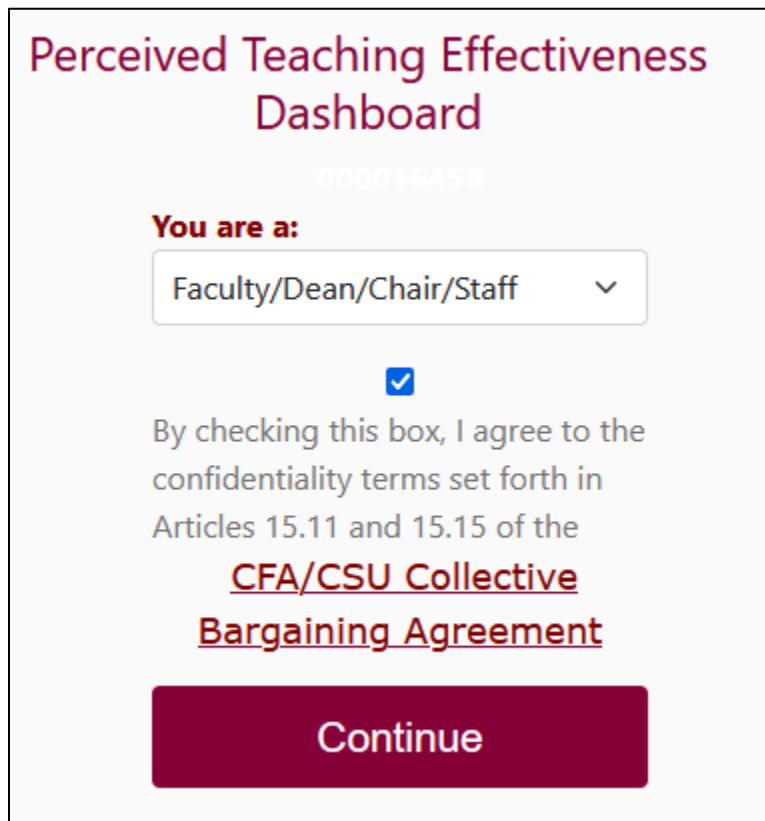**Perceived Teaching Effectiveness Dashboard**

000016458

You are a:

Please select ▾

| Please select |
| Faculty/Dean/Chair/Staff |
| Student |

Perceived Teaching Effectiveness Dashboard

000016458

You are a:

Faculty/Dean/Chair/Staff ▾

☑

By checking this box, I agree to the confidentiality terms set forth in Articles 15.11 and 15.15 of the **CFA/CSU Collective Bargaining Agreement**

Continue

VIEWING PTE RESULTS

The summarized results of closed-ended items and the full verbatim responses to open-ended questions will be available to the instructor and the department chair (**tenured faculty**). Access to the summarized results will be restricted to the evaluated faculty member, individuals authorized by the faculty member, relevant personnel, and the department chair (**tenured faculty**). Academic administrators and peer reviewers (**tenured faculty**) may access this data when necessary for official University business.

College Deans: Can access the PTE's for instructors in their college.

Department Chairs (tenured): Can access the PTE's for instructors in their department(s).

Peer Reviewers: In accordance with Article 15.2, **only tenured faculty unit employees are eligible to serve** on a Department Peer Review Committee and may view courses for which they have been granted access.
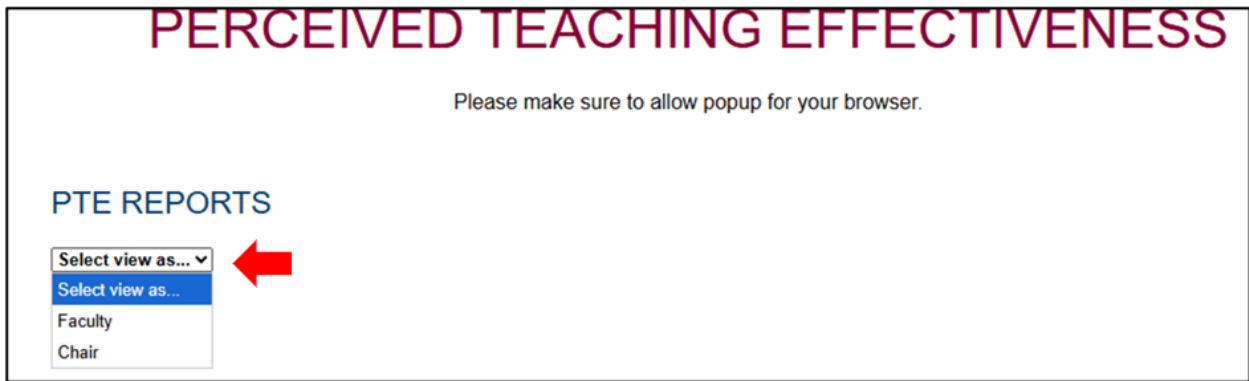
Only instructors may print their PTE result(s) for courses they taught according to Article 15.15, CFA/CSU Collective Bargaining Agreement.

NOTE: Faculty with dual roles (for example, department chair or peer reviewer and faculty instructor) will need to make a selection from the **"Select view as"** drop-down menu. To view your own PTE results select **"Faculty"** from the drop-down menu.

Follow the below step-by-step instructions to access the PTE Result Report.

1. Click on **"PTE Reports"** from the top toolbar, then select "**PTE Result Report"**.
2. Select **SEMESTER** and **DEPARTMENT** (see red arrows) from the drop-down menu. The course(s) will be listed.
3. Click on the **CRN** link to view the summarized feedback from students for each of the course(s) data was collected for.
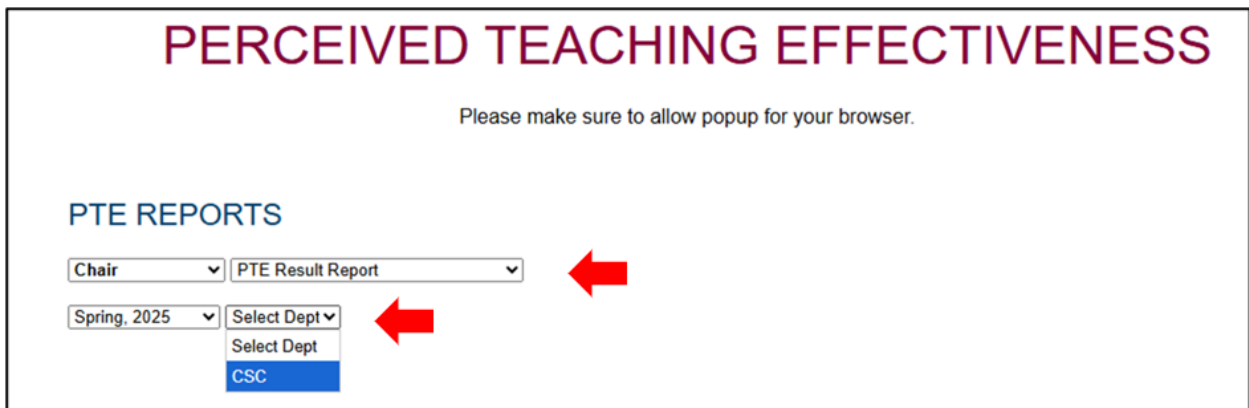
HOW TO DISABLE POP-UP BLOCKER

The Online Perceived Teaching of Effectiveness (PTEs) portal site requires your web browser's pop-up blocker to be disabled. Most browsers allow you to disable the pop-up blocker on a specific site, as well as for all sites.

For instructions on how to disable pop-up blockers on specific browsers in Windows and Macintosh, please reference the below list:

CHROME (WINDOWS)

To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three horizontal bars in the upper right corner or)
2. Select **Settings**.
3. Click the **Show advanced settings...** at the bottom.
4. Under **Privacy**, click the **Content Settings** button.
5. To disable the pop-up blocker check the **Allow all sites to show pop-ups** box.

6. To enable pop-ups on specific sites, check **Do not allow any site to show pop-ups** (recommended) and click **Exceptions** and enter the URL(s).

FIREFOX (WINDOWS)

1. Click the **Firefox** menu in the left-hand corner of the window.
2. Select **Options**.
3. Click **Content**.
4. To disable the pop-up blocker, uncheck the **Block pop-up windows** box or toggle the pop-ups option from Blocked to Allowed.
5. To allow specific pop-ups, click **Exceptions**, and enter the URL(s).
6. **Close** the window.
7. Click **OK**.

INTERNET EXPLORER (WINDOWS IE 8 AND EARLIER)

1. Click **Tools**.
2. Click **Pop-up Blocker**.
3. Click **Turn Off Pop-up Blocker**.

INTERNET EXPLORER (WINDOWS IE 9 AND LATER)

1. Click the **GEAR** icon and select **Internet Options**.
2. Select the **Privacy** tab.
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker.
4. Click the **Settings** button to disable pop-up blockers for specific sites.
5. Click **OK**.

CHROME (MACINTOSH)

To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three horizontal bars in the upper right corner)
2. Select **Settings**.
3. Click the **Show advanced settings...** at the bottom.
4. Under **Privacy**, click the **Content Settings** button.
5. To disable the pop-up blocker check the Allow all sites to show pop-ups box.
6. To enable pop-ups on specific sites, check **Do not allow any site to show pop-ups** (recommended) and click **Exceptions** and enter the URL(s).

FIREFOX (MACINTOSH)

1. Select **Preferences** from the **Firefox** menu.
2. Choose the **Content** button.
3. Uncheck the **Block pop-up windows** box.

SAFARI (MACINTOSH)

1. From the **Safari** menu, select **Preferences**.
2. Click **Security** at the top of the window
3. Uncheck the **Block pop-up windows** box.

NEED MORE HELP?

If you should have any questions about the PTE process, please contact **Ruby Martinez** in the Office of Faculty Affairs and Development at: (310) 243-3766, Welch Hall B-368, E-mail: rmartinez@csudh.edu. For technical assistance, please contact the I.T. Help Desk at (310) 243-2500 or submit a ticket at https://csudh.service-now.com.