



FACULTY AFFAIRS
& DEVELOPMENT

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

(Stateside Courses)

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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](#):

“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...”

This article also states, “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.”

- Article 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 provide PTE access to College Deans, Department Chairs and Department Peer Review Committee Members (with tenured status). Department Chairs will be granted access at the start of their appointment until the end of their appointment.

College Deans/departments will only see the PTE data collected for the college/departments that the user has permission to view.

Faculty members (with tenured status) who are serving on the Department Peer Review Committee to evaluate the departmental temporary faculty unit employees (Lecturers) will be able to see reports for courses the user has permission to view (CSU/CFA CBA Article 15.2).*

Department Chairs may email their request to grant access to the Department Peer Review Committee to the Office of Faculty Affairs and Development, Ms. Ruby Martinez at rmartinez@csudh.edu.

The **Department Chair** will need to provide the following information:

- Complete name of the faculty reviewer (tenured)
- Complete 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 collected for previous terms are available online as of 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

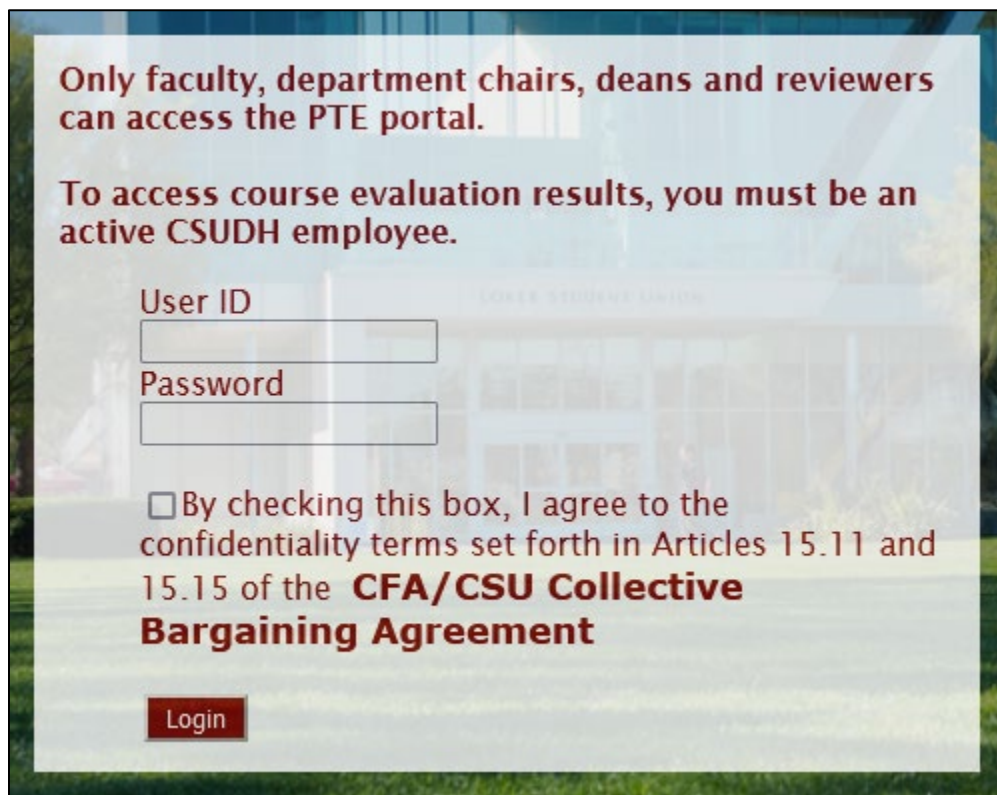
CSU Dominguez Hills uses a web-based system to administer the Perceived Teaching Effectiveness (PTE). Students in online, hybrid, and face-to-face classes can provide an official student evaluation of teaching effectiveness electronically via an email link or via the portal MyCSUDH.edu. Students have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

Effective Spring 2012 term, all PTE's for all faculty are administer via the Online PTE portal.

You may access the Online Perceived Teaching Effectiveness (PTE) portal at <https://dhwapp.csudh.edu/perceived/> or via the portal MyCSUDH.edu using your CSUDH network username and password.

You are encouraged to bookmark the PTE login page.

Please allow popups for your browser and are encouraged to clear your web-browser cache.



Only faculty, department chairs, deans and reviewers
can access the PTE portal.

To access course evaluation results, you must be an
active CSUDH employee.

User ID

Password

☐ 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**

Login

VIEWING PTE RESULTS

The summarized results of closed-ended items and the complete verbatim responses to open-ended questions shall be available to the instructor and the **department chair (tenured faculty)**. Access to the summarized results shall be limited to the faculty member evaluated, and all persons authorized by the faculty member, appropriate personnel, and department chair (tenured faculty). Academic Administrators and **peer reviewers (tenured faculty)** may have access to these data when required by official University business.

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

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

Peer Reviewers: Only **tenured faculty unit employees** can serve on a Department Peer Review Committee according to Article 15.2 and view courses the user has permission to view.

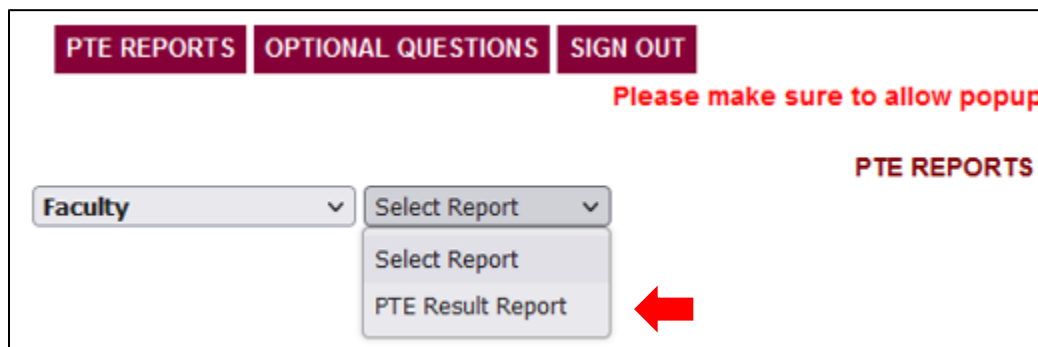
Only instructors may print their PTE result(s) for courses they taught according to Article 15.15, CFA/CSU Collective Bargaining Agreement.

Deans and faculty with dual roles will need to make a selection from the “**Select view as...**” drop-down menu. Follow the below step-by-step instructions to access the PTE Result Report.

1. Click on the **Select view** as drop-down menu.
2. Click on **Select Report** from the drop-down menu and select **PTE Result Report**.
3. Select the **Semester** and the **Department**.
4. Click on the **CRN** to view the summarized feedback for each of the course(s) data was collected for the instructor.



The screenshot shows the top navigation bar with three buttons: "PTE REPORTS", "OPTIONAL QUESTIONS", and "SIGN OUT". Below the navigation bar, there is a red arrow pointing down to a dropdown menu labeled "Select view as...". To the right of the arrow, there is a red text prompt: "Please make sure to allow popup for your browser." Below the dropdown menu, there is another dropdown menu labeled "Select Report". The text "PTE REPORTS" is displayed on the right side of the interface.



The screenshot shows the same interface as the previous one, but with the "Select Report" dropdown menu open. The menu options are "Select Report" and "PTE Result Report". A red arrow points to the "PTE Result Report" option. The text "PTE REPORTS" is displayed on the right side of the interface.



The screenshot shows the same interface as the previous ones, but with the "PTE Result Report" dropdown menu open. The menu options are "PTE Result Report" and "Select Dept". A red arrow points to the "PTE Result Report" option. The text "PTE REPORTS" is displayed on the right side of the interface.


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:

Telephone: (310) 243-3766
Office: Welch Hall B-368
Email: 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>.