FALL 2022
PERCEIVED TEACHING EFFECTIVENESS (PTE)

Office of Faculty Affairs and Development, (310) 243-3766, WH B368

Date	Event
August	The Office of Faculty Affairs and Development will notify the departments to submit early ending course information.
September-November	PTE Period Opens for early ending courses and will be processed on a case-by-case basis. Evaluations will be administered, and students may access the PTE survey via MyCSUDH or the link sent to their DH campus email address.
September 23	Student Census
September 29	The Office of Faculty Affairs and Development will request the Division of Information Technology to load the 15-week course data to the PTE system.
October 6	The full-time faculty will be notified via email when the Online PTE Selection Form becomes available by the Office of Faculty Affairs and Development.
November 6	Last day for the full-time faculty to submit the Online PTE Selection Form.
October 6-November 13	Department Chair's or Unit Head's will have access to review the full-time faculty course selections in the PTE system and acknowledge they have consulted with them on their course selections pursuant to Article 15.15 of the CSU/CFA collective bargaining agreement.
November 14	PTE Period Opens for 15-week ending courses. Evaluations will be administered during the next 3 days. Students may access the PTE survey via the link sent to their DH email address and after receiving the link, students can access the survey via MyCSUDH.
November 21-December 9	Students receive email reminders for each course that is pending to be evaluated.
December 9	This is the last day of scheduled classes and the last day for students to complete the evaluation for 15-week ending courses.
December 21	The PTE results become available to the faculty, Department Chair or Unit Head, and Academic Administrators. How to access the PTE results: o Log-in via the online PTE portal o Go to the PTE Reports tab and select PTE Results Report Faculty may print their PTE Result Reports for courses they taught only. We recommend faculty keep a copy of their reports for their records and if applicable for inclusion in the RTP evaluation cycle. When ready to view and print, you will need to disable the pop-up blocker.

PERCEIVED TEACHING EFFECTIVENESS (PTE) SUPPORT

For assistance on the PTE process, please contact the Office of Faculty Affairs and Development at (310) 243-3766, via email at facultyaffairs@csudh.edu or visit us at Welch Hall B-368.

For technical support, please contact the I.T. Help Desk at x2500 or https://csudh.service-now.com.

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PTE TIPS FOR ALL FACULTY

- Designate time in class to explain to your students why their participation in the PTE process is important.
- Let your students know that their feedback is completely anonymous. Some students do not know this fact. For that reason, it is recommended not to provide incentives (i.e., extra credit) for participating in the PTE process as it may risk the anonymous status of the students providing feedback (pursuant to Article 15.17.a. of the CSU/CFA Collective Bargaining Agreement.)
- Describe the kind of feedback you find most useful.
- Let your students know that you value their constructive feedback to help you make improvements to your courses.
- Remind students when the online PTE survey becomes available.
- Reserve some time in class for students to complete the online PTE survey.
- Let your students know the PTE survey can be accessed *via the MyCSUDH portal* and the *link sent to their DH email address.*
- Let your students know that they will receive email reminders during the student evaluation period if they have not provided feedback for each course that is pending to be evaluated.
- When setting aside time in class for students to complete the online PTE survey, we recommend instructors to leave the room to help ensure that students feel free to provide authentic responses.
- Let your students know if they are having technical issues with the PTE Survey to contact the I.T. Help Desk at (310) 243-2500 or at https://csudh.service-now.com.

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