

To: SJSU Students

From: Student Evaluation Review Board (SERB)  
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Subject: Changes to Teaching Evaluation Policies – **Spring 2013**

There is an exciting new change coming to SJSU. This semester, students will evaluate ALL classes at SJSU online rather than with paper-and-pencil.

Students will benefit most from the switch by no longer being at risk of losing the opportunity to evaluate instructors if not in class, and the new system allows students to complete instructor evaluations at their convenience. In addition, online SOTES are both more environmentally sustainable and considerably more cost-effective than paper evaluations.

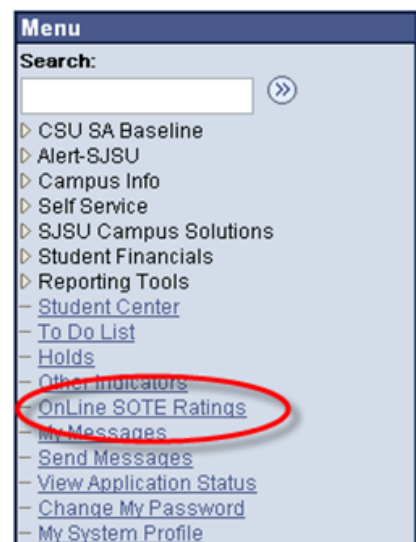
The evaluation period will be between *Friday, March 15, 2013* and *Thursday, March 28, 2013* for the classes that end early (*before April 30*). For the courses that end *after April 30*, the evaluation is between *Tuesday, April 30* and *Monday, May 13, 2013*.

**Instruction** to participate in the online teaching evaluation:

1. Sign on to your MySJSU account  
(<https://cmshr.cms.sjsu.edu/psp/HSJPRD/?cmd=login>)
2. On the left-handed menu, select “Online SOTE Ratings” option
3. The following page will show a list of course(s) that you enroll this semester. Click on a link to start the evaluation.

**Note:** Please answer all questions as best you can. If you wish, you may opt out of any evaluation by scrolling to the “opt out” question.

Upon submitting an evaluation, the link will no longer appear in MySJSU. This mechanism allows SJSU to correctly assign only one evaluation to each student in a class, but also to ensure that ratings do not contain any identifying information--the evaluations become completely anonymous. As always, evaluations will not be returned to instructors until after grades have been submitted.



Students today benefit from the evaluations provided by prior classes of Spartans. The ratings you give now pay that favor forward. It is in the spirit of rewarding this kind of community engagement that SJSU wrote a new rule: GRADE RELEASE WILL BE DELAYED FOR STUDENTS WHO DO NOT RATE ALL OF THEIR CLASSES. The schedule for release of grades is as follows:

- *Students who complete ALL evaluations may access grades Saturday, May 25.*
- *Students who DO NOT complete ALL evaluations get access on Thursday, June 20.*

Some students do not have dependable Internet access. Those students are encouraged to take advantage of public computers on campus. These may be found in the King Library, in Clark Hall, and in many departments.

Finally, at SJSU, teaching evaluations matter. They are used by instructors to adjust how they teach classes, and they are used by the University in personnel matters. Therefore, fair and honest feedback is greatly appreciated.

If you have more questions, please check out the FAQ at [www.iea.sjsu.edu/Assessment/Projects/SOTE/OnlineFAQs.pdf](http://www.iea.sjsu.edu/Assessment/Projects/SOTE/OnlineFAQs.pdf). You can also contact IEA ([Stuart.Ho@sjsu.edu](mailto:Stuart.Ho@sjsu.edu)) if you have further questions.