

Standard Internal Operating Procedure for TCE

Overview:

The following internal process is to be followed for teacher course evaluations. This should be used for all instructors/courses that should be evaluated; including modular and those courses that have an irregular end date, as well as those courses taught by faculty outside of the University.

Process:

1. Explorance Blue Portal

- a. eXplorance Blue is the evaluation system used by the University of Kentucky. You can login to Blue to review course evaluation settings for the current term, monitor active response rates, and access any reports available to you.
 - i. Click on <https://evaluate.uky.edu/Blue> and login using your link blue id and password.

2. Determine Courses

- a. At the beginning of each semester, the Office of Faculty Advancement (OFA) TCE representative will download the Verification Report in the eXplorance Blue portal and forward each department chair/department TCE liaison their courses that are listed as receiving a TCE in the report. This list is originally generated from listings in SAP. The report includes Course number(s), Instructor(s) listed, number of students enrolled, planned invitation date to students, and course end date.
 - i. Any courses not listed in the report will not receive a TCE
 - ii. The department chair/department TCE liaison is responsible for determining which courses in the current term require a TCE at the beginning of each semester and communicating that to the Office of Faculty Advancement.
 - iii. Department chair/department TCE liaison is also responsible for identifying any courses taught in modules that require TCE adjustment.
 - iv. For courses with fewer than 5 registered students, do not request a TCE, but rather consider other choices for evaluation of teaching.

3. Flag Courses

- a. Once the OFA TCE representative receives the finalized TCE needs from each department, they will then flag in SAP by using the Course Instructor Management screen in myUK.
 - i. Courses/instructors that need to receive a TCE, or need to be removed from receiving a TCE, **MUST** be flagged or unflagged in Course Instructor Management by the flagging deadline.
 - ii. If a course instructor is changed after the start of class, the Department must notify both OSA Registrar and OFA TCE Representative to determine what adjustments are possible.

4. **Verify Flag**

- a. The OFA TCE representative will refer to the Verification Report multiple times during the Term before the TCE launches to be sure verification report remains accurate. (Systems glitches sometimes have occurred)
 - i. The OFA TCE representative will check the following information on the Verification Report:
 1. Instructor to be evaluated for the course
 2. Course Start and End dates
 3. The date that TCEs are scheduled to be distributed to students, and the date that the TCEs will close to students
 4. Crosslisted courses (in which other courses receive the same TCE, will be reported together at reporting time)
 5. Number of students enrolled in the course (this tells you the number of students that Blue has as enrolled in the course); if fewer than 5, the faculty will need to make alternative arrangements to gather student feedback

5. **Monitoring Response Rates**

- a. During the active TCE, instructors can use the Response Rate Monitor to see how many students have completed the evaluation (and how many students were invited to complete the evaluation). The Chair will be able to monitor these response rates for all courses within their department as well.

6. **Why Some Faculty Members Do Not Receive Their TCE Results?**

- a. Individual Reports are not distributed to the faculty for courses **with fewer than 5 responses.**
 - i. Please encourage students to complete the surveys by monitoring responses in the dashboard you are provided.
 - ii. If there are fewer than 5 or 6 students in the course, please discuss other options for teaching evaluation which may include peer review or consultant focus group.
- b. The course may not have been flagged in Course Instructor Management to receive a TCE.

***Important Note: Teacher Course Evaluations have to close before grades are due.*