

Procedures for Conducting Electronic SRI Promotion

Faculty Member Instructions:

Make arrangements with your Department Chair to determine the date that your Student Reflection on Instruction (SRI) will be conducted. Inform students that they must bring a laptop to class (or a tablet or smart phone, but preferably a laptop) – tell them early and often. Send a reminder email - or other means of notification - the night before and/or the morning of the class session. We need to be sensitive to those students who do not have a laptop or other device. When you announce the date of the evaluations and the need to bring a laptop (or other device), also announce that they consider borrowing one if they do not have one or theirs is broken.

Department Chair or Designee Instructions:

On the day of the SRI, the Department Chair will

a. Switch “ON” the course evaluation on the website prior to class (switch it off after class). Here is how to do so:

To “Open a course” to allow students to access SRI (or to close it after class ends):

- 1) On any internet browser (not on the Gustavus website), type in: <https://eval.gac.edu/sri/>
- 2) Find the correct course and click on the link to open or close the course (click to open, or click to close).

b. Read the statement below regarding Promotion (it is a modified version of that crafted by the Faculty Personnel Committee).

c. Tell students to open an internet browser and type go to <https://eval.gac.edu/sri/>

(Department Chair should write <https://eval.gac.edu/sri/> on the board)

d. Tell students they will then have to log in using their Gustavus username and password.

e. Tell students to choose your class by clicking on it. Ask if everyone has successfully accessed it. If not, have them come to you in the front of the class for help.

f. Leave the classroom

Trouble Shooting:

If unable to log in or are having problems submitting your response – try another browser. Trying another browser can fix issues with some students who could not submit their answers.

If you cannot “ENABLE” your course, call the Provost’s Office at x7541 and ask for Sam Warburton and say that it is urgent. Or call GTS at 6111 and ask for Dan Oachs, Paul Hanson, or Tami Aune and say that it is urgent.

If there is a problem with students all being able to connect to the internet, here are some options: you can send some to a nearby computer lab, or have some use smart phones or tablets that connect to their cell phone provider’s (rather than GAC wireless). We highly discourage allowing them to take it later on their own in an uncontrolled environment.

Read to students when administering SRIs for Promotion:

Your professor, _____, is being evaluated for promotion the rank of full professor at Gustavus.

There are four criteria for promotion to full professor at Gustavus:

The continuing excellence and growth as a teacher, as evidenced, for example, by student and peer evaluations, course and program development, or participation in workshops and seminars related to one's field of expertise or teaching.

Established record of professional accomplishments as evidenced, for example, by demonstrated research activities in private, public or corporate settings; publications; presentations at scholarly meetings or conferences; (in the arts) exhibits or performances; and leadership in professional and/or public organizations, boards, or commissions related to one's academic field(s) or assignments.

An established record of leadership in the governance of the College in the candidate's department, in the faculty and its committees, or in other college positions.

Continuing evidence of sympathy with the aims and purposes of Gustavus Adolphus College as stated in the Mission Statement of the College.

Criterion number one for promotion is excellence in teaching, and student assessments are one important form of evidence of that excellence. The Faculty Personnel Committee carefully considers student evaluations when conducting its review of the candidate; they are an indispensable part of that review. The committee appreciates your thoughtful, candid responses to these questions, and we thank you for your time.

Once it is determined that everyone has gained access to the SRI evaluation form, I will leave the room while you are filling out the evaluations. [Add statement about the time you will return or if a student should come to tell you when all students have finished]

I ask that you remain silent until every student has finished the evaluation.

You cannot submit the evaluation unless you have chosen an answer for each of the multiple choice questions.

Be assured that your instructor will not be allowed access to any of the evaluation results until final grades for the course have been submitted.

Also, the anonymity of each student is protected. Your responses are stored anonymously – without ANY information that would link the answers to the identity of the student.

Upon successful completion of the evaluation, you should see a message outlined by a green box: "Thank you for providing your thoughtful and honest evaluation of (class name), Professor (your name), and for participating in course evaluations at Gustavus." If you do not see this message, please contact me.

If you experience any problems or if you have recommendations for improvements, there will be an opportunity to provide feedback after you have submitted the evaluation.

Again, thank you very much for providing us with your thoughtful and honest evaluation of the courses.

To close course after evaluations are complete [RETURN TO INSTRUCTIONS – step a.]