Using Faculty Success (Digital Measures) to Document Teaching Effectiveness

As part of the academic evaluation process, all faculty are expected to document evidence of their efforts to employ engaged student teaching and learning. Multiple sources and documentation should be used to capture efforts and impact of approaches utilized in teaching. Every department requires unique documentation as per their departmental TPR guidelines. The following materials are described in the Faculty Manual (Chapter VI§F.2.k.i(1-7)):

- ☐ student course survey/evaluation results
- ☐ evidence-based measurements of student learning such as pre- and post-testing or student work samples that meet defined student learning outcomes
- ☐ evaluation by peers or administrators of course materials, learning objectives and examinations
- ☐ in-class visitation by peers and/or administrators
- ☐ a statement by the faculty member describing the faculty member's methods and/or a teaching philosophy
- ☐ exit interviews/surveys with current graduates/alumni
- ☐ a statement by the faculty member of methods or philosophy that also describes and documents how feedback from student rating of course experiences or other evaluation instruments were used to improve teaching

Prior to the 2020-2021 academic year, student evaluation/survey data were stored in an internal Clemson-developed system. Faculty were notified at the end of 2022 that this system was being taken offline and faculty were asked to download what they needed. If you need reports from the old system, email ekadmin@clemson.edu.

This guide explains how faculty members can access reports from previous years, including how and where to upload these reports into the correct Faculty Success-TPRworkflow section.

Note that department chairs, division chairs and school directors have access to annual report information and can see items that faculty enter into Activities. TPR Committees, however, rely on information entered into the tpr workflows for promotion and reappointment to see course evaluation results.

A. Uploading Course Evaluation Results into Faculty Success

B. Accessing Course Evaluation Information from Clemson's Current Course Evaluation System, Watermark Course Evaluations and Surveys (Formerly known as EvalKit.).

A. Uploading Course Evaluation Results into Faculty Success (Digital Measures)

Evaluation reports are loaded for summer and fall 2022. Results will be loaded for SPRING 2023 on May 15. They will not be loaded before then because evaluations close May 11.

Course evaluation reports are now being loaded **WITH COMMENTS** and **WITHOUT COMMENTS**. To display comments in the reports linked in the annual report, you must click inside each section record to enable comments. Open each student teaching record and scroll down to the bottom. Click the highlighted checkbox to enable comments.

☐ **Click here to automatically enable comments**

If you would prefer to download your results and also load them separately in the annual review, this link provides directions to find reports in EvaluationKit:

https://clemson.box.com/s/8z54jfw5sp0g89duwq1x46mznmbucuyp

Verify that evaluation reports are included as expected. Once you have clicked the "enable comments" button as shown above, verify that the links are working as expected. Run the annual report with the correct dates (May 16, 2022 – May 15, 2023) and scroll down to scheduled teaching. Links will show either with comments or without. Below is an example from a faculty member who loaded comments and who also added a syllabus and other information file. The links display for each course where a file was loaded.

Course	Title	Enrollment	SCH	Files
HLTH 2020 003	Introduction to Public Health	32	96	Course Evaluation With Comments Syllabus Additional Course Information
HLTH 2020 004	Introduction to Public Health	31	93	Course Evaluation With Comments
HLTH 2980 001	Human Health and Disease	30	90	Course Evaluation With Comments Syllabus Additional Course Information

Faculty Success - TPRworkflow

We are working on a way to share evaluations in the workflow process.

B. Accessing Student Course Evaluation Information from Course Evaluations and Surveys/EvalKit (EvaluationKit)

Clemson University adopted a new course evaluation management system, EvalKit, in summer 2020. All course evaluations will be organized through EvalKit moving forward. Faculty must download course evaluation information from EvalKit as a report and upload the report to the Faculty Sucess system. The following steps explain how to access that information.

Step 1: Login

EASY: Course Evaluation and Surveys (Evalkit) uses Clemson's single-sign system. Here is the direct login link:

https://clemson.evaluationkit.com/MyEval/LoginShib.aspx?id=xHeaYRx3%2b2SUunZu1%2bRtxA%3d%3d

Step 2: Navigating the Home Screen

EASY: _Once_ you log in, you will see Project Results in the center. Click the link for the full project, and then it will let you view reports for individual sections.

Figure 7:
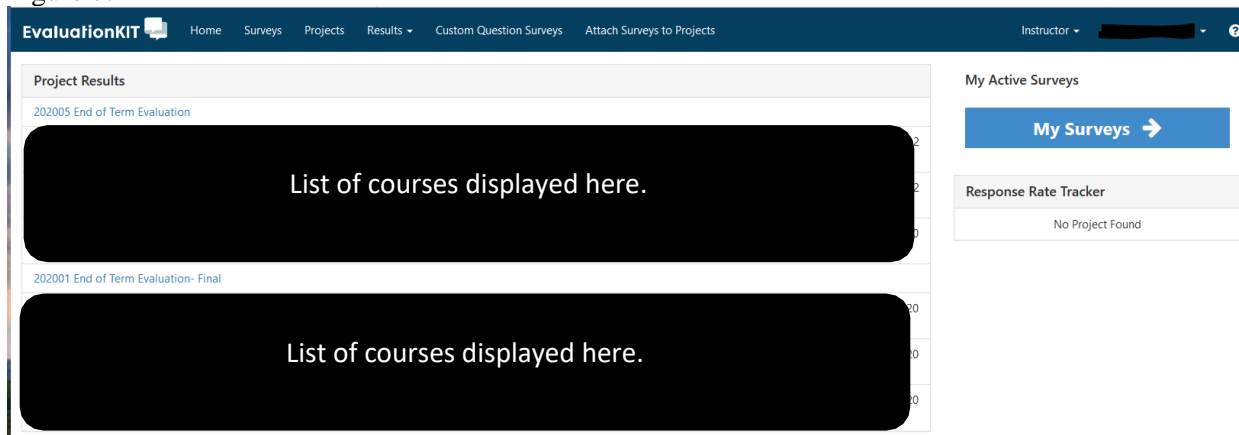
ALTERNATIVE: If you do not see the desired Project listed, in the navigation banner at the top of the page, select **Results** then **Project Results** from the dropdown (Figure 8). From the **Project Results** page, select the desired project (term) (Figures 8-9).

Figure 8:
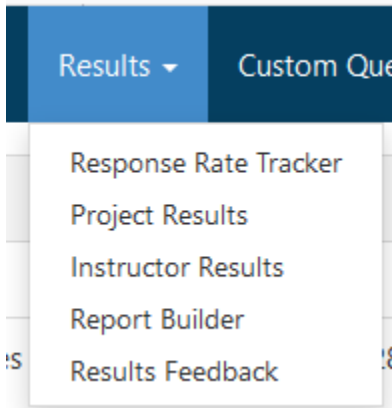
Figure 9:
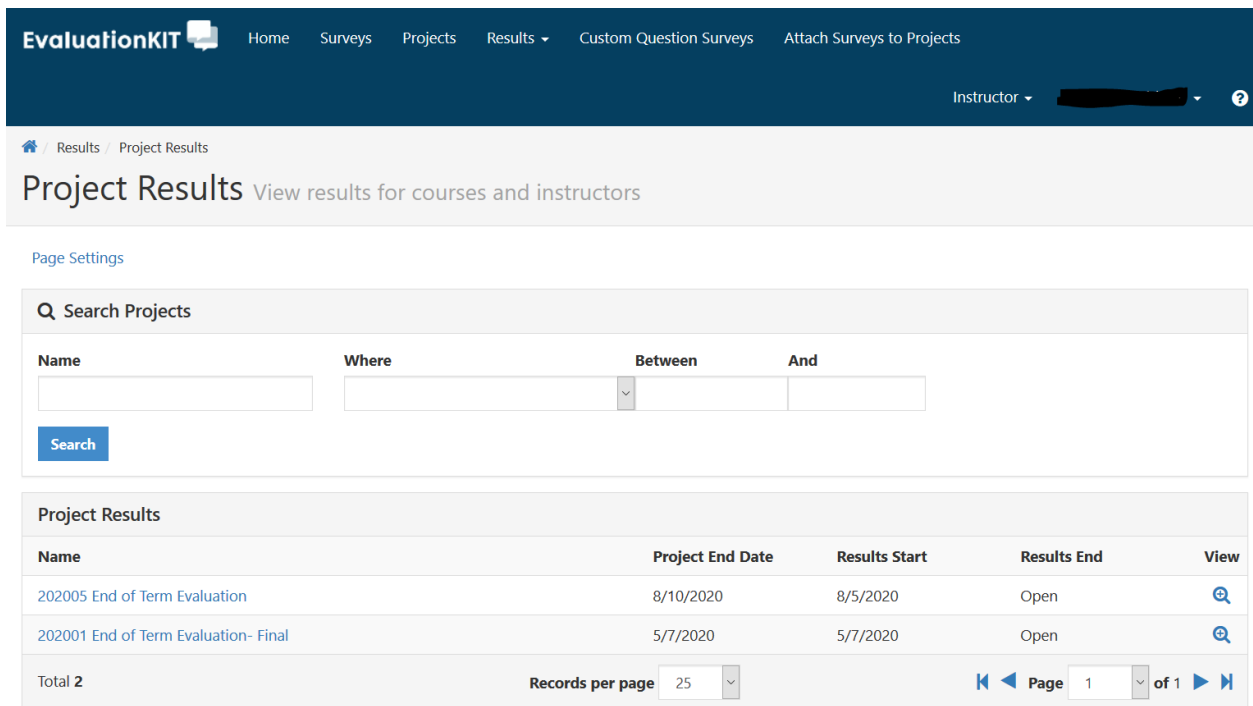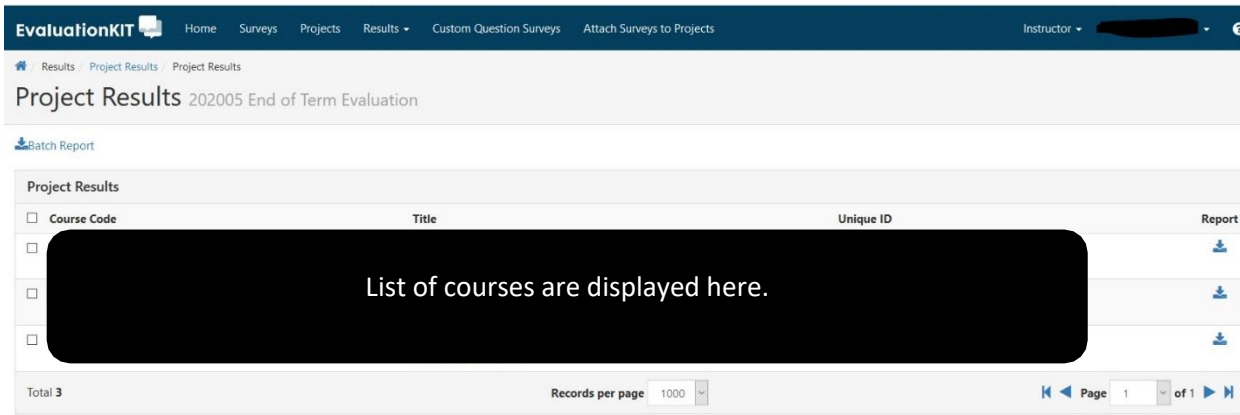
Step 3: Downloading Results

This will bring you to a page that contains a list of the evaluations you had for the desired term (Figure 7), find the course you wish to view then go to the far right column where it says "Reports" and click the blue button, you will be prompted to select the type of report you wish to view (Figure 11). Choose the desired report type, this will open a pop- up box for a pdf file, click "OK" to view your results (Figure 12).
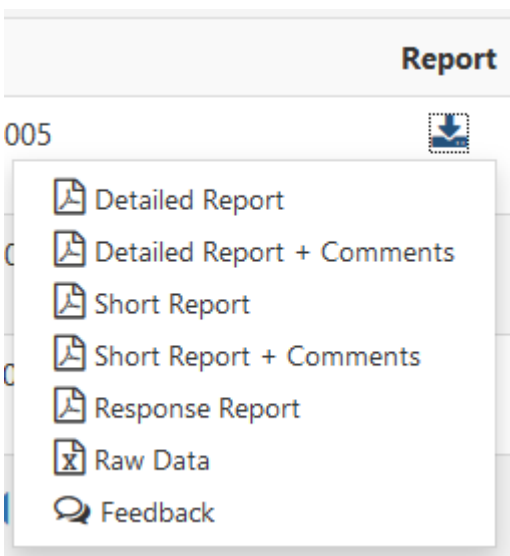
Note that when you are selecting reports, for **Spring 2020 only**, choose reports with comments. Any other reports will not work because there were no questions with multiple-choice answers.

Figure 10:

Figure 11:

Figure 12:

Questions?

If faculty have questions about the Faculty Success system, all are welcome to contact DMadmin@clemson.edu with technical questions and apfa@clemson.edu with policy questions.