

Dear Instructor,

You have one or more courses being evaluated online this term.

Notice to instructors

Fall Teaching Evaluation period is about to start (November 23 - December 7). In each of your classes during this period, please remind your students to complete their evaluations online. Sample forms and FAQs for Students and Instructors are available at oirp.carleton.ca/ote.

Please remember that a good participation rate is the best way to ensure that the evaluation is fully reflective of the student opinion in each section. Any efforts, on your part, to encourage participation will be highly beneficial and greatly appreciated. Students will receive emails but contact in your class is likely the most effective way to communicate with students.

On the back of this notice you will find some instructions that should answer any questions that students might have - it is also available to the students online at the above link.

Please note that, since many students bring their laptops, tablets or smartphones to class, you can allot some in-class time for students to fill out evaluations. For in-class evaluations, online or on paper, the instructor must leave the classroom. Students can access their personalized evaluation invitation in their Carleton email, click on the link available in their MyCarleton portal or their Carleton mobile app or they can sign in to the evaluation portal from:

oirp.carleton.ca/ote

Thank you,

Office of Institutional Research and Planning
504 Tory Building
613-520-3617 or oirp_administrator@carleton.ca

(May be read aloud by instructors in classes included in the Online Teaching Evaluations)

1. The Teaching Evaluation for this class section is included in the online system for conducting teaching evaluations.
2. Starting November 23rd you will receive an invitation from 'Carleton-Teaching Evaluations' in your Carleton student email account to complete an online teaching evaluation. You will receive one email for all your online evaluations, and will be reminded to complete the evaluations if you have not done so. Most courses will be evaluated online in the evaluation period, though some courses will have a paper evaluation in a class instead.
3. The email invitation will be sent to your current Carleton student email account. To complete the online teaching evaluation just click on the link provided in your email which will take you to the Teaching Evaluation Portal.
4. Alternatively, you may click on the link available in your MyCarleton portal or your Carleton mobile app.
5. The online evaluation is confidential and anonymous. The online teaching evaluation system is designed so it can keep track of who has completed an evaluation and will only allow you to complete one evaluation per course. There is no way to identify who completed any particular evaluation.
6. We encourage you to complete the online teaching evaluation. A good participation rate is important for all participants in the online system.
7. The same rules apply to the online and paper teaching evaluations:
 - The questions in the online version are identical to the questions in the paper evaluations.
 - The evaluation is confidential and anonymous and information is released to the Instructor only after grades have gone to the Dean.
 - The questionnaire is used by the university to evaluate the performance of the teaching staff. It may be used in decisions affecting the instructor's promotion, tenure or salary increase.
 - Comments may be entered in the online form. They will be forwarded to the instructor after the final grades have been processed (only the Instructor will read your comments).