

FAQ on SIEs – Faculty

Q: What should I expect as a course instructor?

A: The SIE process for course instructors is similar to that for students and typically takes place during the last two weeks of the course prior to the start of exams. Each faculty member listed as instructor of record for a course in Banner receives an initial email on the day the survey opens and then up to two additional reminder emails. Each email includes brief instructions and link to response rate information for each course taught. Course instructors do not need to complete any actions at this link but should check it regularly to ensure that students are completing the survey.

For faculty teaching an FYE course, there is also a midterm SIE. It follows the same process as the regular end-of-course survey except the survey is open for the middle two weeks of the semester.

Q: Who else sees my reports?

A: As a course instructor, your individual report for each course taught is accessible to the supervisors of that course. This typically includes the department chair and college dean for the course as well as any department or college office staff members that they have designated for access. Please note that this access is based on the department and college for the course, which may be different than your home department or college.

The results from your course are also included in the aggregate reports at the department, college, and university level.

Q: Who decides what questions are included on the survey?

A: The first 12 questions on the SIE form are considered Core Questions and were developed by the SIE Committee in spring 2015 and again reviewed by that committee in spring 2017. The SIE Committee included two representatives from each college, two from the Faculty Senate and two from the Office of Institutional Research and Assessment (OIRA).

The other department and college specific items on the SIE were developed and approved by that department or college. Any changes to those items need to be approved by the appropriate department or college and sent to the SIE Administrator by email at sie@uah.edu at least four weeks before the next SIE is scheduled to open.

Q: When can I see my reports?

A: New SIE reports are not available for viewing until after grades have been posted for the semester, which is typically Wednesday, the week after graduation. You will receive an email notification when reports are available for you to access. The link in this email will take you to a list of reports for that semester only. See the

SIE reports from previous semesters can be accessed at any time as described below.

Q: How do I access my reports?

A: SIE reports from previous semesters can be accessed at any time through Canvas or MyUAH. In Canvas, click on a course and then select the link for Reports at the bottom of the menu on the left hand side of the page. For MyUAH, scroll down under Employee Services to the Faculty & Advisors section and click the Student Instructor Evaluations link. Both of these will lead to your dashboard in the SIE

software. The top portion of your screen shows tasks and is only active while a survey is in progress. The lower portion of the screen shows your reports. To access a report, click on the report name. Search and sort options are available to help you navigate the list of reports.

Q: Why can't I see a report from one of my courses?

A: SIE reports for a specific course and instructor are only available if at least 3 students responded, so a report may not have been generated for your course if the response threshold was not met. However, there are sometimes other issues that prevent access. If a report should be available but is not, please contact the SIE Administrator at sie@uah.edu with your name, the course section, and the semester to request access.

Note that report access can be affected by whether you are using Canvas or MyUAH due to software integration differences. Please check both options before contacting the SIE Administrator. Then include that information – whether the report is available through only one method or not at all--in your email request.

More Questions? Contact Ginny Cockerill, the SIE Administrator, at sie@uah.edu or x. 6254.