Adding comments/validation to your Course Evaluation Records

After viewing your course evaluations for the previous semester via the ISIS for Faculty “Course Evaluations” function but during the 10-day period after the date evaluations are first published, you may elect to take two additional actions in relation to the permanent record of a course evaluation.

- You may add comments to the permanent evaluation records of this course.
- You may change the evaluation status from “invalid” to “valid” if the evaluation results were classified by default as “invalid” because either fewer than 50% of your students submitted an evaluation or because this was your first semester teaching as a tenure-track faculty member.

To submit comments or to validate an “invalid” evaluation:

1) Go to ISIS: https://isis.mtholyoke.edu
2) Click Log In, then enter your MHC userID and password. Select “ISIS for Faculty” if not already selected. The Faculty Menu will appear. Select “Course Evaluations – Add Comments”.

1. Log In
2. Select Course Evaluations
3. Click on “Add Comments”
2) Click on the small blue down-arrow above the Submit button, to see the list of courses you taught most recently for which online evaluations have been collected and for which comments/validation are still allowed.

Note: this list won’t include courses for which no online evaluations have been collected (e.g., independent studies, courses before Fall 2011). It will also not include courses after the 10-day comment/validation period has expired.

After the 10-day period during which this function may be used, your evaluations themselves remain available to you through the “Course Evaluations” function instead of “Course Evaluations – Add Comments”.

3) Click on the course you want, and press Submit.

4) The page on which you may record comments or reset an “invalid” course evaluation to “valid” will appear:

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2011/FA SOCI-103-01 Intro to Group Behavior

Per Faculty Legislation, the instructor of a course may elect to add comments to the evaluation file for a particular course if he or she elects to do so in a specified period before any evaluation results may be shared beyond the department chair. These comments then become part of the existing evaluation record for the course, and will be presented for review whenever evaluation results are presented to authorized individuals.

Comments are due within 10 days after the evaluations are released for your viewing. These comments cannot be edited after submission, so they are intended to remain a lasting component of evaluation records. You may, therefore, want to compose your submission elsewhere, and then copy your final version into the box below.

Record here any comments you would like to add to the evaluation record of this course:

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Per Faculty Legislation, courses in which fewer than 50% of the students submitted course evaluations or any course taught by a tenure-track faculty member in her/his first semester at the College are, by default, considered “invalid” (i.e., they “shall not constitute an evaluation of the Instructor’s teaching”). By default, they will not be available for review by the department chair, Advisory Committee, Dean of Faculty, etc. However, the instructor may elect to override these defaults and validate the evaluation results for inclusion in review by others. If such an override is elected, it may not later be revoked.

The evaluation results for this course are, by default: INVALID.

If you would like, instead, to validate the evaluations of this course for inclusion in review by authorized others, check here: □

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SUBMIT

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Last updated: 01/2012
Notes:

- Once submitted, comments may be edited multiple times during the prescribed 10-day comment period but a validation, once submitted, may not be withdrawn – even within the 10-day period.

- Any comments you submit become part of the permanent evaluation records of this course. In perpetuity, they will be displayed along with the students’ evaluations of the course to those authorized to view your evaluations, such as the department Chair, Dean of Faculty, and Advisory Committee on Appointments, Reappointments and Promotion.
  
  - Instead of submitting comments here, most faculty elect to use other later and more targeted opportunities for reflective comment on their evaluations, such as their Annual Conversations.

- If the course was team-taught, each instructor has the opportunity to submit comments. Each instructor’s comments remain distinct, identifiable by author name, but all become part of the permanent evaluation record for the course.

- When submitting comments, we suggest you compose them in a word-processing program and then copy them into ISIS, lest ISIS’ “inactivity” timeout kick in and lose your submission while you’re still composing!