

October 5, 2012

DEANS
DEPARTMENT CHAIRS
DEPARTMENT MANAGERS
DIVISIONAL ACADEMIC PERSONNEL COORDINATORS

RE: Online Instructor Evaluations in the 2012-13 Academic Personnel Review Process

Dear Colleagues:

I write on behalf of CP/EVC Galloway and CAP Chair Ravelo to convey an update regarding their recent decision on the submission of online evaluations of instructors.

For the 2012-13 review cycle, departments that used online evaluations of instructors need only submit with academic review files the summary sheets (.pdf) from eCommons for 2011-12 courses. However, departments must also download and save the Excel spreadsheet from eCommons for each instructor/course so that they are available should campus reviewers request additional information on teaching.

The Academic Personnel Office (APO) will continue to assist the campus to find a permanent solution to the issues of archiving and providing online instructor evaluations in a format that is usable for campus reviewers. I understand that Faculty Instructional Technology Center (FITC) will be purging eCommons today at noon. If you need assistance in downloading the summary (.pdf) and Excel spreadsheet from eCommons, please contact FITC at 459-5506.

Thank you for your assistance.

Best regards,



Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

Cc: APO Analysts

To: Deans
Department Chairs
Department Managers
Divisional Coordinators

From: Academic Personnel Assistant Vice Chancellor Pamela Peterson

Date: October 1, 2012

Re: Online Instructor Evaluations for the 2012-13 Academic Personnel Review Cycle

Dear Colleagues:

Due to significant ongoing challenges with the data conversion from eCommons, the Academic Personnel Office (APO) will **not** be able to provide access to online instructor evaluations using the DivData/Biobibnet system for 2012-13 academic personnel review files, as previously announced. During the upcoming year, APO will continue to work closely with the Faculty Instructional Technology Center (FITC) and the eCommons vendor to pursue the use of DivData/Biobibnet to archive and display online instructor evaluation data in a format that is easily used in the personnel review process, with the goal of implementing a solution prior to the 2013-14 Call for academic personnel actions.

When assembling faculty review dossiers for the 2012-13 review cycle, departments must include electronic or printed versions of the online instructor evaluation data as provided directly from eCommons; the evaluation data set is comprised of both the PDF file with the summary statistics and the Excel file (.xls) with the individual evaluation data for each course. As previously instructed by the VPDUE, department staff are responsible for extracting these files from eCommons and printing them or saving them to a CD-R, which can be passed along to the candidate and all subsequent reviewers. Each dossier must include a set of evaluations that is limited to the faculty member and review period under consideration. All reviewers should be prepared to accept electronic media and view files in both PDF and Excel formats, alongside the pre-2011 paper evaluations. Biobibliographies should be annotated as clearly as possible to assist all levels of reviewers. CP/EVC Galloway and the Senate Committee on Academic Personnel are aware of the situation and are prepared to view evaluations in both paper and electronic formats.

For departments that have not yet extracted the summary statistics PDF and the Excel spreadsheet with the individual evaluations, please do so as soon as possible. eCommons is scheduled to purge this information in the very near future.

We sincerely apologize for any inconvenience caused by the timing of this announcement. If you need assistance preparing online instructor evaluations for 2012-13 personnel reviews, please contact Georgina Chang at gchang@ucsc.edu or 459-4702. Questions related to accessing eCommons to retrieve the evaluation data should be directed to FITC at 459-5506.

cc: VDDUE Hughey
VPAA Lee
CAP Chair Ravelo
APO Analysts
Academic Senate Office