NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

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To: Faculty

Subject: Spring 2024 Student Evaluation of Teaching

Procedures for Student Evaluation of Teaching (SET)

The general procedures for administering the SET will be the same as in the previous semester.

1. This semester, every course-section will be evaluated.
2. The evaluation will be administrated **during the last three weeks of the class** (i.e., if it is a 5-week course, the evaluation will take place during the 3rd and 4th week)**.** Please plan accordingly.
2. Students will be sent links directly via their City Tech emails to complete the SETs.
3. Students will receive a separate email and link for each of their enrolled courses.

We recommend:
- You set aside 10-15 minutes during class time for students to complete the SETs;
- You must not be in the room/meeting while the evaluation is taking place.

Student Evaluation of Teaching (SET) Notes

1. Emails will be sent from Scantron to student's campus email address.
   a. Emails will be sent from:
      i. Sender Name: **NYC College of Technology Course Evaluations**
      ii. Address: **SPSSurveys@scantron.com**
   b. Please see examples on the second page of this document.
2. Regarding Synchronous and Asynchronous classes:
   a. These two types of classes will be receiving different forms. These forms contain different questions that are specific to synchronous and asynchronous courses.
   b. In synchronous courses with regular meeting times we recommend setting aside 10-15 minutes for students to access and fill out the evaluations.
   c. In asynchronous courses we recommend posting a reminder for students to check their campus emails and fill out the evaluations.

Summary Reports

You will receive two email messages generated by CIS with links to view the results for each course that you teach (e.g., if you teach 5 courses, you will receive 5 email messages with 5 distinct links), as well as reports with student comments. CIS has indicated that **the link will expire within 30 days of sending the initial email message** to you. The two sets of links: 1) SET results and 2) student comment reports are scheduled to be sent within the first two weeks of classes during the Fall 2024 semester. Your Department Chair will also receive a copy of the SET reports and will note if we did not receive the forms for your section.

SET Email Examples

Email Header:

NYCCT Student Evaluation of Teaching - Fall 2020 - LAW 2410 - ██████ LEC

NYC College of Technology Course Evaluations <SPSSurveys@scantron.com>

↩ Reply all | ∨

Email Body:

Dear City Tech Student,

Now is your chance to share your thoughts on your Fall 2020 courses.
Your responses will be seriously considered by the instructor, department, and college administration. Thank you for your dedication to improving the City Tech college experience.

We would love to hear your feedback for the following course:
Course: LAW 2410
Section: ██████████
Instructor: ██████████

Please follow the link below to provide feedback for this ████

,course: Start Survey

Notes:

- You will receive a separate link for each of the courses you have enrolled in this semester.
- Responses will remain anonymous.

Powered by QuestionPro