

FLORIDA INTERNATIONAL UNIVERSITY

*STUDENT ASSESSMENT OF INSTRUCTOR-
ONLINE EVALUATION PROCESS*

On-line evaluations:

- The on-line evaluations open three weeks prior to the reported panthersoft course end date for the Spring and Fall semesters and two weeks prior for the Summer semesters
- The on-line evaluations close on the reported panthersoft course end date, at approximately 11:59:59PM
- If faculty members allow their students to complete their evaluations during their class-time, the faculty member must not be present in the room.

On-line evaluations process:

College liaison's role:

- Distributes eligible course report to faculty and chairs. The report indicates all relevant course evaluation information including start and end dates
- Once the evaluation has opened, liaisons are responsible for distributing the response rate report to their faculty.

Students:

Students receive an email from OPIR and a notification in their myfiu portal on their evaluation start date. A weekly reminder is sent out until the evaluation has closed. A video tutorial is attached to every email notification along with written instructions. If students encounter any issues or have any concerns, they are urged to report it to oir@fiu.edu

*This information pertains only to the courses that meet assessment criteria. For more information, please refer to the SAI Policy or contact your college liaison.