



Academic Senate Office  
IDEA Faculty Evaluation Request Form Instructions

1. Launch the IDEA Evaluation Request Form, and then click the “New” button to create a new request.

Course Evaluation Requests

Dashboard + New List Whitney Placido

### IDEA Course Evaluation Requests

CREATE REQUEST FOR CURRENT TERM

Academic Year  
2017 - 2018 Term

Filter by Status Filter by Department

Click “Create Request For Current Term” to create a new IDEA Evaluation Request.  
NOTE: Make sure AY is current.

2. Click the “Add Course” button to see available list of courses.

Course Evaluation Requests

Dashboard + New List Whitney Placido

### IDEA Course Evaluation

Reports To: Dr. Cathlin M. Davis CHANGE

#### Policy

All faculty Unit 3 employees and administrators are required to conduct student evaluations in no less than 50% of all courses per year with a minimum of one course per semester using the IDEA Short Form. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. Voluntary evaluation of additional courses is at the sole discretion of the faculty member. (UEE courses are not part of the 50% as required by the Unit 3 faculty contract.)

[View more information about how faculty are evaluated](#)

| Selected Courses |
|------------------|
|                  |

ADD COURSE

Save and Continue

Click “Change” to select a different supervisor.

Click “Add Course” button to select available courses.



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3. Click a row to select a specific course.

4. Choose how you would like the course evaluated (online, in person) and select if the course is required or voluntary.



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5. Add any additional courses then click “save and Continue”

Course Evaluation Requests

Dashboard + New List Staff P13User03

### IDEA Course Evaluation Request

Reports To: **Staff P13User04** CHANGE

#### Policy

All faculty unit employees and administrators who are required to conduct student evaluations in no less than 50% of all courses per year with a minimum of one course per semester using the IDEA Short Form or approved substitute(s). Faculty unit employees and administrators teaching one or two classes annually shall have all classes evaluated. UEE courses are not part of the 50% as required by the Unit 3 faculty contract. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. The department chairperson may approve evaluation of additional courses if requested by the instructor.

[View more information about how faculty are evaluated](#)

Selected Courses

Click “Add Another Course” for additional selections. When complete, click “Save and Continue”

NOTE: There is one more page. This is NOT the submit

Save and Continue

6. Review your selections and click “Submit” to send your requests to the Department Chair or Dean for approval.

Course Evaluation Requests

Dashboard + New List Staff P13User03

Cancel Submit

Notes

Review your selections. You may add additional notes then click “Submit” to send to Department Chair for Approval.

Requester Name: Staff P13User02

Requester Email: sp13user02@csustan.edu

Selected Courses:

- 2016-FL-CDEV3140-004, 2016-FL-PSYC3140-004 - Human Development I: Childhood - Required - Hybrid - 36 Students

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