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FACULTY AFFAIRS  
& DEVELOPMENT

**Perceived Teaching Effectiveness  
(PTE) Faculty User Guide  
(Stateside Courses)**

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# CAMPUS POLICY

Presidential Memorandum ([PM 2022-05](#)): Process for Student Course Evaluations of Faculty Perceived Teaching Effectiveness.

“Student evaluations of teaching provide one source of information to improve and evaluate instructional effectiveness. The Perceived Teaching Effectiveness instrument (“PTE”) is used to collect student perceptions of instructor effectiveness. It provides information for Reappointment, Tenure, and Promotion (RTP) review, Post-Tenure Review (PTR), Lecturer Evaluations, and Lecturer Range Elevation decisions. PTEs shall be used as one element of assessing instructional effectiveness and not as the sole indicator of such effectiveness.

Student course evaluations shall be administered for all classes each semester (Fall and Spring). Students shall complete a questionnaire that may have quantitative or a combination of quantitative and qualitative elements. Such evaluations shall be uniformly required of all instructors. Summer courses will only be evaluated as requested by the College Deans.”

## CSU/CFA COLLECTIVE BARGAINING AGREEMENT (UNIT 3)

Per [Article 15.15 of the California Faculty Association Collective Bargaining Agreement](#):

“15.15 Written or electronic student course evaluations of faculty instructional shall be required for all faculty unit employees who teach. All classes taught by each faculty unit employee shall have such student course evaluations unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendations of appropriate faculty committee(s). In cases where student course evaluations are not required for all classes, classes chosen for evaluation shall be representative of the faculty unit employee’s teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and their department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated. The results of these evaluations shall be placed in the faculty unit employee’s Personnel Action File. Results of course evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.

15.16 Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee.

15.17 a. Student course evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section. The format of student course evaluations shall be and qualitative (e.g., space provided on the quantitative form for student comments).

b. Any student communications or evaluations provided outside of the regular evaluation process must be identified by name to be included in a Personnel or Working Personnel Action File.

c. Faculty unit employees may submit written rebuttals to student course evaluations pursuant to Provision 11.2 when it is believed that additional information is needed or in the case of student bias. Evaluators must review such written rebuttals when reviewing underlying student course evaluations.”

## ACCESSING THE PTE PORTAL

Effective Spring 2012 term, all PTE's for all faculty are administer via the Online PTE portal.

CSU Dominguez Hills uses a web-based system to administer the Perceived Teaching Effectiveness (PTE). Students in online, hybrid, and face-to-face classes can provide an official student evaluation of teaching effectiveness electronically via the PTE student portal. Students have access to complete their teaching evaluations from any desktop computer or mobile device. Faculty, deans, department chairs (tenured), and reviewers (tenured) reviewing lecturers can also access the Online PTE portal from any desktop computer or mobile device.

College Deans as well as Department Chairs (with tenured status) will be granted access to the faculty members PTE's.

You may access the Online Perceived Teaching Effectiveness (PTE) portal at <https://dhwapp.csudh.edu/perceived/> using your CSUDH network username and password.

You are encouraged to bookmark the PTE login page.

Please allow popups for your browser and encourage you to clear your web-browser cache as often as possible.

Please follow the step-by-step instructions and images to access the PTE data. For security measures, the PTE portal is only accessible within the United States.

- **Step 1:** Access the CSUDH [Perceived Teaching Effectiveness Login](#) site.
- **Step 2:** Select your user role from the drop-down menu.
- **Step 3:** Enter your CSUDH credentials, username and password.
- **Step 4:** Click on the check box followed by the login button.
- **Step 4:** You will receive a 6-digit code to your DH email on file. Please check your inbox or SPAM folder for the access code.
- **Step 5:** Return to the PTE portal login page and enter the unique 6-digit code number.

Once you have successfully logged in, you can select the appropriate semester and the course you wish to see reports for.

**You are a:**  
Faculty/Dean/Chair/Staff ▼

**User ID**

**Password**

By checking this box, I agree to the confidentiality terms set forth in Articles 15.11 and 15.15 of the **CFA/CSU Collective Bargaining Agreement**

**Login**

**You are a:**  
Faculty/Dean/Chair/Staff ▼

**Code was sent to your email on file. Please check email and enter your code**

**Verify**

### PTE Verification



Faculty Affairs and Development Office <csudhpte@csudh.edu>  
To Ruby A. Martinez

Here is your code to access PTE system 515288

# PTE SURVEY QUESTIONS

The [survey format](#) is in two (2) parts: 1) quantitative and 2) qualitative. Part **ONE** consists of eight (8) questions, two (2) optional questions, and part **TWO** consists of three (3) qualitative data collected by student comments.

**Quantitative Scale:** Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Not Applicable.

1. The objectives of the course were stated clearly.
2. The course content covered the stated objectives.
3. The instructor presented the course material clearly.
4. The class included appropriate student participation and discussion.
5. The instructor was responsive to student's questions.
6. The instructor shows enthusiasm for the subject.
7. The course assignments and class activities were helpful in learning the course contents.
8. The instructor's teaching was effective.
9. Optional Question
10. Optional Question

## Qualitative:

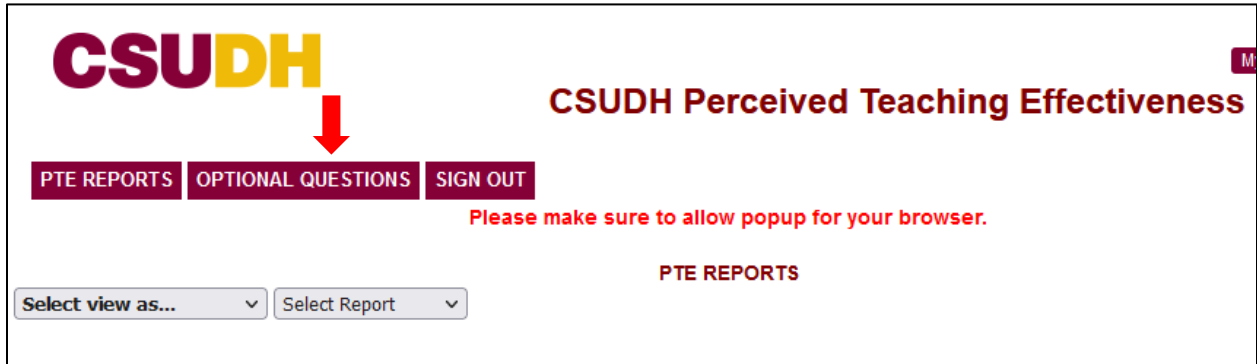
11. What has the instructor done especially well in the teaching of this course?
12. What might be done to improve the instructor's teaching in this course?
13. Additional Comments

The PTE's will open for student input within the last four (4) weeks of classes before final examination week for 15-week courses. Courses that do not meet the 15-week schedule will be processed on a case-by-case basis.

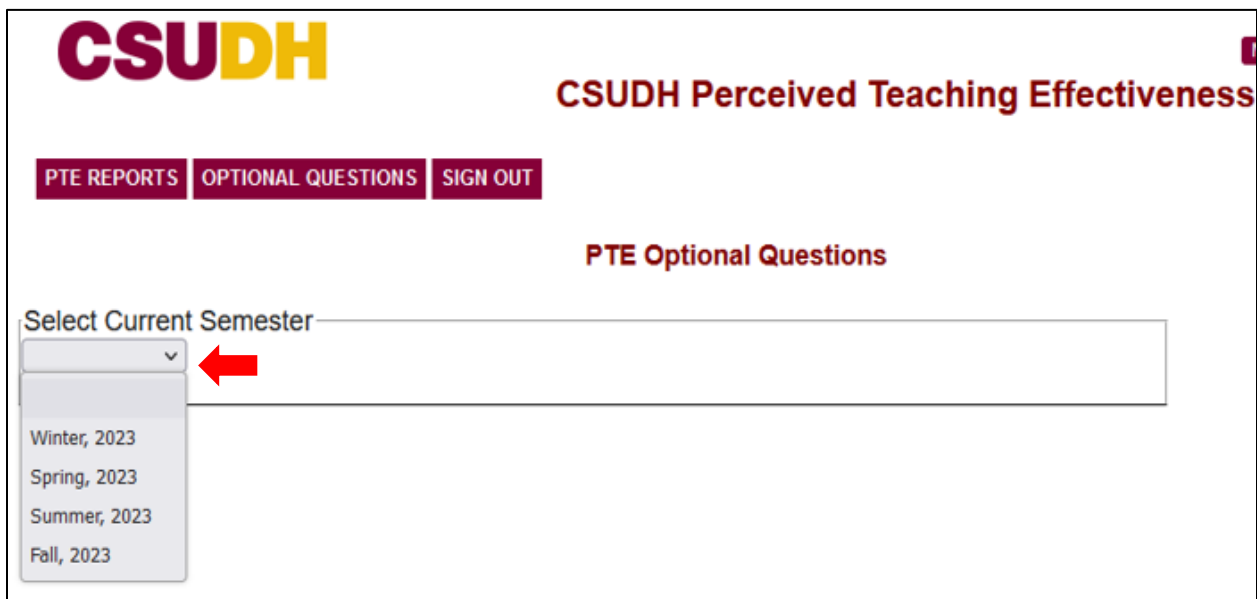
# ADDING OPTIONAL QUESTIONS

To include an optional question for any class you are teaching, you may enter it in questions 9 and 10. The optional questions will be included as part of the quantitative data analysis used in questions 1-8. Please ensure the questions are designated to fit the response format of questions 1-8. The following are step-by-step instructions with screenshot examples.

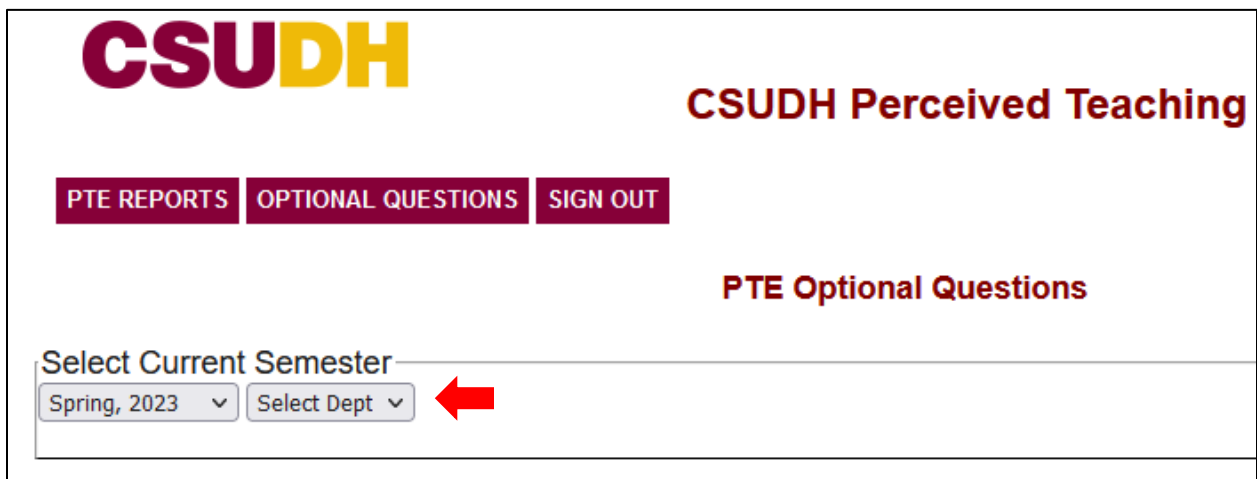
Click on the "[Optional Questions](#)" button.



Click on the "Select Current Semester" pull-down menu and click on the term.



Click on the "Select Dept" pull-down menu and select your department.

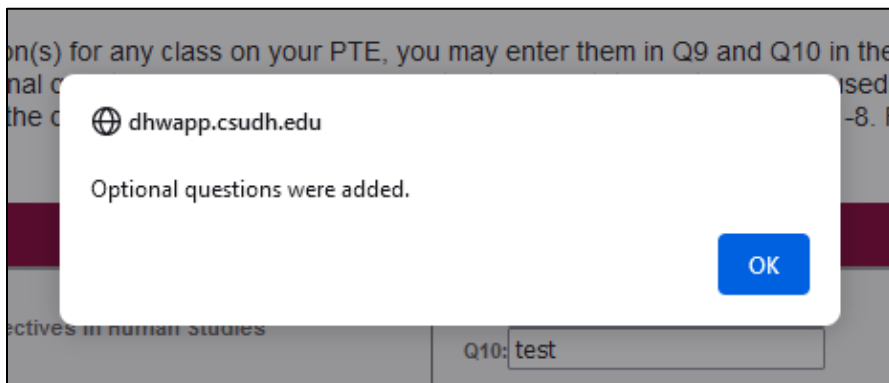


If you wish to add one (1) or two (2) optional questions on the PTE survey for your course(s) to collect additional student feedback, please enter your questions as indicated in the below screenshot example.

**NOTE:** The optional question(s) you enter will be applied to that specific course only. If you wish to apply the same question(s) or different questions to your other courses, you will need to enter them in the designated space.

After entering your optional question(s), click on the **“Submit Optional Questions”** button. You will receive a confirmation message that the question(s) were added and saved.

| CRN   | Course       | Title                         | Optional Questions                                    |
|-------|--------------|-------------------------------|---|
| 25367 | IDS 326 - 42 | Perspectives In Human Studies | Q9: <input type="text"/><br>Q10: <input type="text"/> |





# STUDENT EVALUATIONS

Students will be notified via e-mail to their CSUDH TORO email account that they may access the PTE evaluation via the PTE student portal. Such notice will explain the purpose of the PTE and provide instructions on how to complete the evaluation via the link provided in the e-mail communication and via Canvas. Providing class time to complete the PTE evaluation is highly encouraged.

Students will receive weekly email reminders up to the last week of classes. Faculty will have access to monitor the number of student responses via the PTE portal during the collection of the PTE survey.

The end date for student input to the PTE survey will be the last day of instruction for all course schedule modules at 11:59 p.m. PST. Students **may not** reopen the evaluation and make any corrections after submitting the PTE evaluation. The survey is anonymous, and the data collected cannot be retracted. However, students who wish to disclose their identity and participation in the PTE process are encouraged to provide written feedback to the instructor outside the PTE process.

## **Are student evaluations voluntary and anonymous?**

Yes. Student evaluations of teaching effectiveness shall be voluntary and anonymous (per Article 15.17, CSU/CFA Collective Bargaining Agreement). Faculty are encouraged not to ask students to provide proof of submission and provide incentives, such as, extra credit.

# ACCESSING THE PTE RESULTS

The summarized results of closed-ended items and the complete verbatim responses to open-ended questions shall be given to the instructor and the department chair (with tenured status). Access to the summarized results shall be limited to the faculty member evaluated, and all persons authorized by the faculty member, appropriate personnel, and department chair. College deans and peer reviewers (tenured faculty reviewing lecturers) may have access to these data when required by official University business. The summarized results are stored electronically in the PTE portal and data collected for previous terms are available online as of fall 2009.

Instructors get their PTE results at the end of the semester after grades have been submitted, but can view past terms.

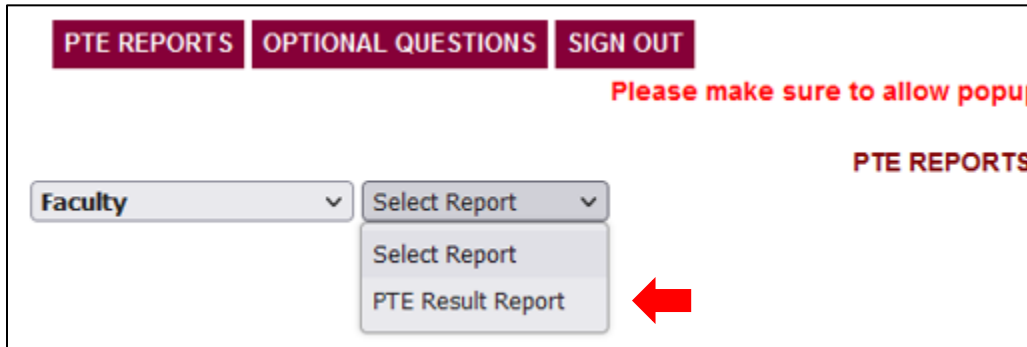
## **Can I print the PTE Results?**

Instructors may print their PTE result(s) for courses they taught only pursuant to Article 15.15, CFA/CSU Collective Bargaining Agreement. Faculty are encouraged to keep a copy of their reports for their own records and/or for inclusion in the RTP evaluation process. Faculty that are no longer an active employee will no longer have access to the PTE portal.

**NOTE:** Faculty with dual roles (for example, department chair or peer reviewer and faculty instructor) will need to make a selection from the “**Select view as**” drop-down menu. To view your own PTE results select “**Faculty**” from the drop-down menu.



Click on "**Select Report**" from the drop-down menu and select "**PTE Result Report**".



Select **SEMESTER** and **DEPARTMENT** (see red arrow below) from the drop-down menu. Your course(s) will be listed.



Click on the **CRN** link to view the summarized feedback from students for each of the course(s) data was collected for.

# PTE ASSISTANCE FOR STATESIDE COURSES

If you or a student should need assistance, please contact **Ruby Martinez** in the Office of Faculty Affairs and Development:

Telephone: (310) 243-3766  
Office: Welch Hall B-368  
E-mail: [rmartinez@csudh.edu](mailto:rmartinez@csudh.edu).

For technical assistance, please contact the I.T. Help Desk at (310) 243-2500 or submit a ticket at <https://csudh.service-now.com>.

Updated: 10/2017; 3/2018; 8/2018; 8/2019, 2/2023, 1/2025  
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