FALL 2024
PERCEIVED TEACHING EFFECTIVENESS (PTE)

Office of Faculty Affairs and Development, (310) 243-3766, WH B368

Date	Event
August	The Office of Faculty Affairs and Development will notify the departments to submit early ending course information.
September-November	PTE Period Opens for early ending stateside courses and will be processed on a case-by case basis. Evaluatons will be administered, and students may access the PTE survey via MyCSUDH or the link sent to their Toro campus email address.
September 20	Student Census
September 23	The Office of Faculty Affairs and Development will request the Division of Information Technology to load the 15-week course data to the PTE system.
October 2	**FACULTY OPTIONAL QUESTIONS OPEN** - The faculty will be notified via email when the Online PTE Optional Questions Form becomes available if they wish to add up to two questions to the PTE survey.
November 2	**FACULTY OPTONAL QUESTIONS CLOSE** Last day for the faculty to add optional questions by 11:59 p.m.
October 2- November 2	Department Chair's or Unit Head's will have access to review the faculty courses to be evaluated via the Online PTE application.
November 12	**STUDENT COURSE EVALUATION OPEN** - PTE Period Opens for 15-week ending courses. Evaluations will be administered during the next 3 days. Students receive an email invitation to begin evaluating their stateside courses via the link sent to their DH email address and/or via the portal MyCSUDH.edu. Faculty receive an email that the PTE survey has been distributed for students to evaluate their course(s).
November 18- December 9	Students receive email reminders for each course that is pending to be evaluated. Faculty receives an email with a count of student participation.
December 9	**STUDENT COURSE EVALUATION CLOSE** - This is the last day of scheduled classes and the last day for students to complete the evaluation for 15-week ending courses by 11:59 p.m.
December 20	The PTE results become available to the faculty, Department Chair or Unit Head, and Academic Administrators. How to access the PTE results: o Log-in via the online PTE portal o Go to the PTE Reports tab and select PTE Results Report Faculty may print their PTE Result Reports for courses they taught only. We recommend faculty keep a copy of their reports for their records and if applicable for inclusion in the RTP evaluation cycle. When ready to view and print, you will need to disable the pop-up blocker.

PERCEIVED TEACHING EFFECTIVENESS (PTE) SUPPORT

For assistance on the PTE process, please contact the Office of Faculty Affairs and Development at (310) 243-3766, via email at facultyaffairs@csudh.edu or visit us at Welch Hall B-368.

For technical support, please contact the I.T. Help Desk at x2500 or https://csudh.service-now.com.

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PTE TIPS FOR ALL FACULTY

- o Designate time in class to explain to your students why their participation in the PTE process is important.

- o Let your students know that their feedback is completely voluntary and anonymous. Some students do not know this fact. For that reason, it is recommended not to provide incentives (i.e., extra credit) for participating in the PTE process as it may risk the anonymous status of the students providing feedback (pursuant to Article 15.17.a. of the CSU/CFA Collective Bargaining Agreement.)

- o Describe the kind of feedback you find most useful.

- o Let your students know that you value their constructive feedback to help you make improvements to your courses.

- o Remind students when the online PTE survey becomes available.

- o Reserve some time in class for students to complete the online PTE survey.

- o Let your students know the PTE survey can be accessed via the MyCSUDH.edu portal and the link sent to their DH email address. Encourage the students to also check their SPAM mail.

- o Let your students know that they will receive email reminders during the student evaluation period if they have not provided feedback for each course that is pending to be evaluated.

- o When setting aside time in class for students to complete the online PTE survey, we recommend instructors to leave the room to help ensure that students feel free to provide authentic responses.

- o Let your students know if they are having technical issues with the PTE Survey to contact the I.T. Help Desk at (310) 243-2500 or at https://csudh.service-now.com.

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