SUMMER 2024 SCHEDULE
PERCEIVED TEACHING EFFECTIVENESS (PTE)

Office of Faculty Affairs and Development, (310) 243-3766, facultyaffairs@csudh.edu

May 30,2024: The Office of Faculty Affairs and Development sends an email to the College Deans to confirm if PTEs are required for Stateside courses.

June 10-11, 2024: The Office of Faculty Affairs and Development will send a request to the Division of Information Technology to load stateside course data to the online PTE system.

SUMMER SESSION 1 (6W1)

June 17, 2024: The faculty will be notified by the Office of Faculty Affairs and Development via email when the Online PTE Optional Questions form becomes available if they wish to add up to two (2) additional questions to the PTE survey.

June 21, 2024: Last day for the faculty to add optional questions to the PTE survey for Summer Session 1 (6W1) by 11:59 p.m.

June 24, 2024: PTE survey period opens for stateside summer session, 6W1 courses. Students may access the PTE survey via the link sent to their DH email address and via the portal MyCSUDH.edu.

June 24-July 4, 2024: Students receive an email reminder for each course that is pending to be evaluated.

July 4, 2024: Last day for students to complete the online PTE survey by 11:59 p.m. for 6W1 courses.

REGULAR SESSION & SUMMER SESSION 2 (6W2)

July 22, 2024: The faculty will be notified by the Office of Faculty Affairs and Development via email when the Online PTE Optional Questions form becomes available if they wish to add up to two (2) additional questions to the PTE survey.

July 26, 2024: Last day for the faculty to add optional questions to the PTE survey for Regular Session and Summer Session 2 (6W2) by 11:59 p.m.

July 30, 2024: PTE survey period opens for stateside summer regular and 6W2 courses. Students may access the PTE survey via the link sent to their DH email address and via the portal MyCSUDH.edu.

August 1-15, 2024: Students receive an email reminder for each course that is pending to be evaluated.

August 15, 2024: Last day for students to complete the online PTE survey for regular and 6W2 courses.

August 19, 2024: The PTE results become available to the faculty, Department Chair or Unit Head (tenured), and Academic Administrators. How to access the PTE results: Log-in via the online PTE portal. 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.

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 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 portal and the link sent to their DH email address.

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.

PERCEIVED TEACHING EFFECTIVENESS (PTE) SUPPORT

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

For technical support, please contact the I.T. Help Desk at (310) 243-2500 or at https://csudh.service-now.com.