

DOP TEACHING EVALUATION SOP

Teaching is a primary mission of UCSD faculty. Teaching evaluations are critical for advancement and promotion in almost all academic series. To advance you must have recent and numerous evaluations to best reflect your teaching workload and excellence.

Didactics:

Step 1. Determine if evaluations are provided by UCSD evaluations systems. When accepting a lecture or to run a course, confirm with the course coordinator or program director if and how teaching evaluations are collected, and how you can expect to receive the evaluation summary. Most registered courses have evaluation collection programs already set up (see list below). **Note** some classes will collect an evaluation for the course, but not individual speakers. Make sure you will receive an evaluation for you specifically. If you confirm there IS an evaluation process, make sure to confirm that the evaluations were sent out after your course/lecture with the program director/coordinator. If the program director or coordinator indicates you may not receive evaluations either because they do not provide them or they are limited in ways mentioned above see Step 2.

Common evaluation processes by course/seminar type:

- A. Undergraduate Courses (courses numbered 1-199): SET (Student Evaluation of Teaching) <https://set.ucsd.edu/>
- B. Previously CAPE (Course and Professor Evaluations) through Spring 2023.
- C. Medical Students (courses numbered 200-499): SET (Student Evaluation of Teaching) <https://set.ucsd.edu/> (Previously OASIS)
- D. Neurosciences Graduate Program <https://neurograd.ucsd.edu/>
Courses for NGP will have the Neu prefix.
Coordinators: Navarro, Vianney <vlnavarro@health.ucsd.edu>; Albitzer, Hector halbitzer@health.ucsd.edu; Program Director: Bloodgood, Brenda <blbloodgood@ucsd.edu>
- E. Residents: MedHub
Psychiatry Residency Training Office, Tracy Riley (triley@health.ucsd.edu), Keisha Moore (kmm020@health.ucsd.edu) or call 619-471-0209.
MedHub Login: <https://ucsd.medhub.com/index.mh>
- F. SDSU/UCSD Joint Doctoral Program in Clinical Psychology: Graduate
Courses for the doctoral program will have a “CLIN” prefix.
UCSD Program Coordinator: Kate Gutierrez ktgutierrez@health.ucsd.edu
SDSU Program Coordinator: Tania Montano tmontano@sdsu.edu
- G. Clinical Fellow (e.g. Community Psychiatry Fellowship, Child and Adolescent Psychiatry Fellowship, Geriatric Psychiatry Clinical Fellowship, Addiction Psychiatry Fellowship, Consultation-Liaison Psychiatry Fellowship, Eating Disorders Fellowship,

etc.): Fellowship Program Director. Contact information for many Department of Psychiatry fellowship programs can be found on <https://psychiatry.ucsd.edu/education-training/fellowship-programs/index.html>

- H. Seminar series and guest lectures: The faculty member should check with the seminar coordinator or program director regarding their system for distributing and collecting evaluations and confirm they will perform the evaluation for you. All seminars and programs should have a method to evaluate their guest lecturers, although the methods will vary between their programs. You will have to remind them to send out evaluations, sometimes they forget.

Note: Once you receive your evaluation summary inspect it for errors and make sure your name, title and date of lecture are in the report.

Some programs may suppress evaluations if the minimum number of responses does not meet a certain threshold (usually less than 5) to preserve anonymity. In those cases, include any type of documentation of the attempted evaluation with your academic review documents. The Department cannot supersede the Program's evaluation process.

Step 2. IF you confirm that evaluations are not provided:

In cases where the program does not have a method to evaluate guest lecturers, DOP will create a link for you to distribute to students. Email psychiatryteaching@health.ucsd.edu with course name, lecture title, date, and confirmation from the coordinator that they do not evaluate their lecturers. cc Joanna Horning jhorning@health.ucsd.edu/ Jeanine Chan jec182@health.ucsd.edu. *It is important to determine Step 1 first and confirm if there are evaluation procedures or not. Trainees do not respond well to having to evaluate the same course twice.*

One-on-one mentorship:

Research Mentees: You may have research mentees that are not affiliated with a specific training program. In these cases, ARC will create for you a Faculty Mentee Evaluation (FaME) link during the academic review process.