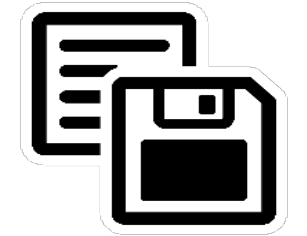
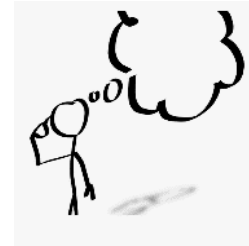


Faculty Teaching Evaluations

- UCSD has many teaching options
 - Part of our mission as university faculty
 - Important part of your academic file review
- Most Course and Program Directors have systems to collect, analyze, and maintain teaching evals for their program
- On-line evaluation is more efficient to collect, maintain, and route.
- To help you prepare for future reviews, we improved our system and share these best practices.

Lectures



1. Faculty member asks course/seminar coordinator about their teaching evaluation process.

2. Course coordinator solicits teaching evals from trainees, and reviews results.

3. Course coordinator emails anonymized evaluation summaries to:
*faculty member
*PsychiatryTeaching
@
health.ucsd.edu

4. Faculty member reflects on teaching experience.

5. Faculty member saves for future reviews.
Best practice: maintain list of teaching (date, audience, title) for your next academic review.

Mentorship

- If trainee is in a training program, follow same process
 - Trainee completes eval as directed by program
 - e.g., residents, interns, grad students, fellows, etc.
- If trainee is not in a training program, a unique faculty link is available for trainee to complete evaluation at end of their training period:
 - email psychiatryteaching@health.ucsd.edu for your unique link
 - At the time of academic review, anonymized Faculty Mentee Evaluation Results are available to the faculty member, just as in the past when ARC solicited mentee evaluations via the requested mentee list.

Questions & Answers

- **Q: I'm giving a guest lecture for a course, and the course coordinator said I need to bring my own evaluation forms for the students.**

A: Email PsychiatryTeaching@health.ucsd.edu with date, lecture title, and course/seminar



- Indicate you checked with course coordinator
 - A unique online google form link or QR code will be created for students to complete an evaluation.
 - Trainees can respond for a limited period of time, after which summaries will be sent to you
-
- **Q: Should I ask PsychiatryTeaching@health.ucsd.edu to make me an online link/QR code for ALL my guest lectures?**
- A: No, because most Course/Program Directors have their own evaluation methods, and their process should be prioritized. We don't want to interfere with their system, but will help when no process exists

Questions & Answers

- **Q: In what situations should I request a QR code for my upcoming teaching?**

A: When the course coordinator/program director does not have a process for you to be evaluated.

- For example, if course coordinator sends an eval request for the course as a whole, but not for individual faculty.
- If you checked and there is no system, please request a google form link or QR code from PsychiatryTeaching@health.ucsd.edu

- **Q: Who monitors the PsychiatryTeaching@health.ucsd.edu email account?**

A: The Department of Psychiatry Academic Affairs unit

- **Q: Who creates the QR codes and summaries?**

A: The Department of Psychiatry Academic Affairs unit creates QR codes and summaries for guest lectures. The Academic Resource Center (ARC) creates the online links and summaries for mentees.

Questions & Answers

- **Q: Why should I keep copies of my evaluations?**

A: Teaching evaluations will be requested from every faculty member for every future review, as a key part of your academic advancement.

- Evaluations sent to PsychiatryTeaching@health.ucsd.edu will be available to Department and ARC
- Best practice is for you to retain them as well, to ensure none of your teaching activity is left out

- **Q: I have paper teaching evaluation forms. Should I distribute those to my trainees?**

A: **No.** Paper eval forms should **no longer be used effective 7/1/2020**, for several reasons:

- Teaching evaluations should be routed through Course/Program Directors, so they have a chance to review them
- The writing can be illegible and missing key info
- Paper forms have gotten lost
- Less pandemic friendly, for all involved

Summary for Teaching Evaluation

- 1. Inquire with Course Coordinator or Training Program Director.** Follow their process.
2. Guest lecture QR code and Mentee QR code may be requested from PsychiatryTeaching@health.ucsd.edu if seminar/course or training program does not have a teaching eval process.
3. Avoid paper eval forms, and contact us if you need help to get evaluations from your trainees!
 - Joanna, Jeanine, Susan, Tammy

Teaching Evaluations are required for every faculty academic review period.

Q. How do I collect teaching evaluations?

A. Ask the course coordinator/program director on how they collect teaching evaluations.

For example:

Undergraduate courses – Collected through [Course and Professor Evaluations \(CAPE\)](#)

Medical School Evaluations – Collected through [MedEd Oasis](#)

Residency Programs – Contact Residency Program Coordinators

Neurosciences Graduate Programs – Contact Cathy Pugh (cpugh@health.ucsd.edu)

Q. What do I do with my teaching evaluations?

A. Shortly after your teaching activity, reach out to the course coordinator/program director and request a summary of the evaluations for your records.

Q. What do I do if the course coordinator told me I need to provide my own teaching evaluation forms?

A. If there is no formal evaluation process then e-mail psychiatryteaching@health.ucsd.edu and a link to a teaching form will be provided for you to distribute to the students. Please provide the following information when requesting the link. The link will remain active for one week after the lecture date after which a summary will be sent to you for your records and the link will be deleted.

1. Confirmation that you have checked with the course coordinator/program director and there is no formal evaluation process.

2. Date of lecture

3. Title of lecture

4. If applicable, the seminar series or course

Q. What if I was invited to guest lecture and don't know who the course coordinator/program director is?

A. Ask the person who invited you to guest lecture.

Q. How long do I need to keep my teaching evaluations?

A. Keep your teaching evaluations until your academic review materials are requested for your review period.

Q. Why was I provided a mentee link and what is it used for?

A. If you are providing mentorship to UCSD undergraduates, graduate students, postdoctoral fellows, and etc. the mentee link may be used for supplemental evaluations for your academic review file.

How to obtain teaching ratings:

You will find a wide variety of teaching evaluation systems exist at UCSD. It is best practice to inquire with the course coordinator or program director to ask about how teaching evaluations are collected, and how you can expect to receive the evaluation summary. Common contacts are:

Undergraduate Courses (courses numbered 1-199): CAPE

Verify listing as instructor on record with Registrar prior to teaching activity. Evaluation results available after grades have been posted. <http://www.cape.ucsd.edu/>

Contact: cape@ucsd.edu

School of Medicine Graduate Courses (courses numbered 200-499): OASIS

The Office for Medical Education Technology and Verify listing as instructor on record with Office for Medical

Education Technology and Evaluation staff prior to teaching activity.

https://medschool.ucsd.edu/education/undergrad/for_faculty/Evaluation/Pages/default.aspx

Contact: MedEDTechEval@ucsd.edu

OASIS Login: <https://meded-oasis.ucsd.edu>

Neurosciences Graduate Program <https://neurograd.ucsd.edu/>

Cathy Pugh cpugh@health.ucsd.edu

Residents: MedHub

Psychiatry Residency Training Office Tracy Riley (triley@ucsd.edu) or Keisha

Moore (kmm020@ucsd.edu) or

call 619-471-0209.

MedHub Login: <https://ucsd.medhub.com/index.mh>

SDSU/UCSD Joint Doctoral Program in Clinical Psychology:

Graduate Courses for the doctoral program will have a CLIN prefix,

UCSD contact Kate Gutierrez ktgutierrez@health.ucsd.edu, 858-822-5791.

SDSU contact Lynsey Miller, lmiller@sdsu.edu, 619-594-7113.

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>

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. All seminars and programs should have a method to evaluate their guest lecturers, although the methods will vary between their programs.

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 unique evaluation link that you may send to these mentees to complete.