

Student Ratings of Instruction In-class Procedures

It is recommended that you provide 15 mins at the beginning of the class for the in-class process. If you provide the time at the end of the class and leave, students will often leave early and not provide feedback.

Directions for the Instructor:

1. Ask a student, TA or staff member to oversee the in-class SRI procedures in your class. In large classes, other students may assist but only one should be responsible for overseeing the process.
2. Please refrain from making comments, except to clarify procedures.
3. Read the next section (*Instructions to Students*) to the class and then *leave the room*.

The instructor must not be present when students are completing the SRI.

Instructions to Students: (to be read to the class by the Instructor)

1. The information you give will be used to review the effectiveness of your instructor's teaching.

Your thoughtful ratings on the questions will be used in the faculty tenure and promotion decision-making process, for other personnel decisions, and to provide information on teaching effectiveness at Dalhousie University. Your responses are confidential. Your instructor, the Chairperson or Director, Dean will be provided with a summary of the class responses but will not have access to individual responses to the multiple-choice questions. **Your response will not affect your grade.** The summary of responses will be given to the instructor only after the final grades have been submitted.

2. The instructions for completing the SRI is included on each form.
3. Your written comments can be entered at the end of the form. After completing your comments, please indicate, as requested on the form, if you want them to be used for tenure, promotion, re-appointment, or other personnel decisions. **Your instructor will NOT be able to identify you;** the comments to which your instructor will have access will contain **NO** identifying information.
4. **Important** you **should not** type any identifying information in the comments boxes.

5. A link to the “Guideline to students on providing constructive feedback” is available in emails sent from dalsri@dal.ca and on the resources section on Brightspace and on the SRI website at www.dal.ca/sri.

Note: instructors are encouraged to read that document to the class if time permits or to encourage students to read it before providing feedback.

Directions for Staff or Student Assistant:

1. When the Instructor has left the room.
Ask students to access the Student Ratings of Instruction via the email sent to them by the SRI system or via Brightspace by clicking the “Ratings of Instruction” link on the main page.
If they have already completed an evaluation online for this course prior to this class they do not have to complete the form again. But SRI forms remain accessible until they close so students can take the time provided to review previously provided responses.
2. Ask the students to work independently and to refrain from discussing their responses.
3. It is recommended that you allow 15 minutes for students to complete the form.
4. Remind students that if they do not complete the evaluation in class they may complete it online until midnight of the day after the last day of the class.

For more information visit:

www.dal.ca/SRI

Report any problems to:

Dalsri@dal.ca