

Dear Member,

We are sending you this brief reminder regarding student course evaluations this semester.

Any course evaluations this semester will be done online. Having one done for any of your courses is optional. This Fall, the Tenure & Promotion committees will be instructed that the assessment of a faculty member's teaching should not be negatively affected by the absence of any student course evaluations from the Winter 2020.

For each course you are teaching:

If you do not wish to have an online course evaluation done this semester,

- you do not have to do anything, as "no evaluation" is the default decision
- you can nonetheless email your Chair to say you do not wish to have one

If you wish to have an online course evaluation done this semester,

- you MUST email your Chair today, Friday, March 20, saying that you want to have one
- you will receive the results of the course evaluation after grades are released, as is usual
- after reviewing your results, you will at some point be asked to choose whether to have the results included in your Assessment File this Fall

We hope your planning for the remainder of the semester has gone well.

As always, please contact the UGFA office at [facassoc@uoguelph.ca](mailto:facassoc@uoguelph.ca) if you have any questions or concerns.

Herb Kunze, UGFA President

Mary DeCoste, UGFA Vice-President