PANGASINAN STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

June 14, 2023

**OFFICE ADVISORY**

**No. 43 s. 2023**

TO : **CAMPUS EXECUTIVE DIRECTORS**

**SAS AND OUS EXECUTIVE DIRECTOR**

**DIRECTOR, ICTMO- Dr. Julius Cesar O. Mamaril**

**DIRECTOR, HRMODO – Dr. Lorena B. Echalar**

**HEAD, DATA ANALYTICS AND STATISTICS CENTER- Dr. Joseph Campit**

Attention: **College Deans**

**Department Chairpersons**

**ICTMO Coordinators**

SUBJECT: **CONDUCT OF ONLINE FACULTY EVALUATION BY THE STUDENTS**

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1. Relative to the directives of our Quality Policy to continuously improve our operations, the faculty evaluation will be conducted to assess the quality of delivery of our instruction. The results will be used to improve the faculty teaching competencies, enhance instructional delivery, and strengthen the management of learning.
2. Students in all year levels shall evaluate all their instructors/professors on June 16-19, 2023, from 8:00 AM to 5:00 PM. Below is the schedule:

Date Time Students

June 16, 2023 (Friday) 8:00-12:00 Graduating students

June 16, 2023 (Friday) 1:00-5:00 Third-year students

June 19, 2023 (Monday) 8:00-12:00 Second-year students

June 19, 2023 (Monday) 1:00-5:00 First-year students

1. Please see the attached approved guidelines on online faculty evaluation for your guidance.
2. Campus ICTMO coordinators shall monitor the conduct of the online evaluation and inform/report to the department chairpersons of the percentage of students who have evaluated their respective instructors/professors. College deans and chairs shall ensure that their students have evaluated all their instructors/professors.
3. In case, the name of the faculty does not appear in the student portal (lecture and laboratory are handled by two different faculty), the department chairperson shall administer the paper-and-pen faculty evaluation during the final examination (major subject) of the concerned section.
4. It is requested that the department chairpersons present and discuss the indicators used in the faculty evaluation with our new faculty.
5. Please the guided by the timeline below for the submission of the necessary report and documents pertaining to the online evaluation.

**WEENALEE T. FAJARDO, PhD**

Director, Curriculum and Instruction

**MANOLITO C. MANUEL, Ed.D**

Vice President, Academic and Student Affairs

Approved,

**ELBERT M. GALAS, DIT**

University President