



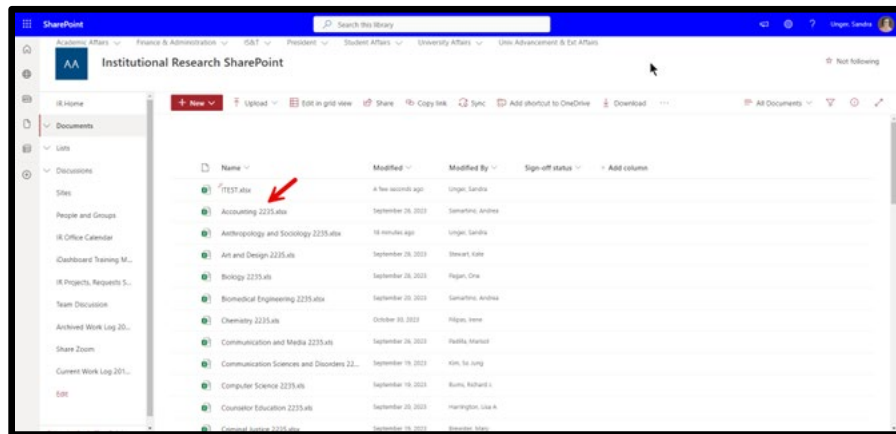
STUDENT FEEDBACK ON INSTRUCTOR

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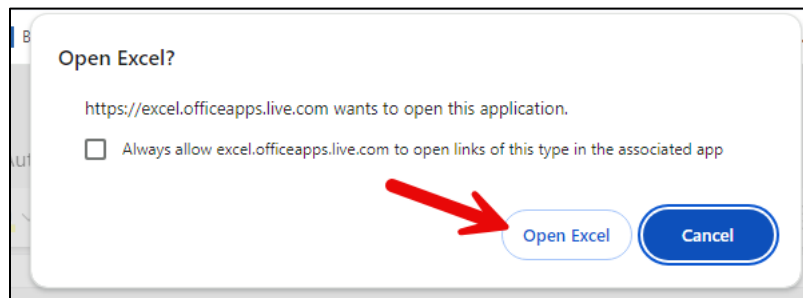
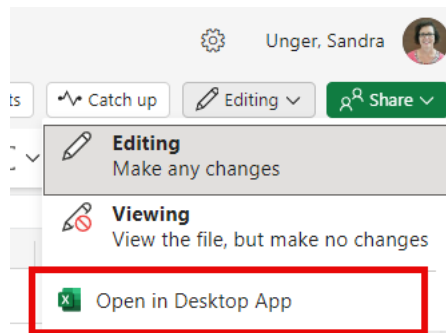
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Accessing SFI Order Forms in SharePoint

- Order forms are located in the Institutional Research SharePoint folder. SFI Department contact will be provided the SharePoint link via email each semester.
- In SharePoint, you will see Excel files for each Home Department.
- Click your department name to open the order form.



- If desired, you may open the spreadsheet in the Excel desktop app. If prompted, click “Open Excel”.



Placing Your Student Feedback on Instructor Order

How to Order

- The Excel file lists classes by **home department** for the current semester.
- Review the information in each row for accuracy. If any information needs to be changed, please add a comment in the Comments column.
- If there is a discrepancy in the faculty classification in the “Tenure Status” column, please add a comment to the order form and contact [Stephanie Kienle](#) in the Provost’s Office.
- Use the Comments column to add notes such as "please merge with xxx." If any changes need to be made to information in columns A - M, please add a comment in the Comments column.
- Type an "X" in the appropriate SFI Order column to indicate whether surveys should be administered for the Fall 2024 semester.

“No” – surveys are not needed and will not be administered.

“Yes, Adjunct” – departments will receive results reports for any surveys ordered “Yes, for Adjunct.”

"Yes, for TeP" – faculty requiring SFI for TeP. Departments will receive results reports for any SFI ordered “Yes, for TeP.”

"Yes, Instructor Use Only" - Instructors may choose to have surveys administered for Instructor Use Only. Results reports for Instructor Use Only may not be used for TeP. Departments do not receive reports for Instructor Use Only surveys.

No	Yes, Adjunct	Yes, for TeP	Yes, Instructor Use Only	Comments
			X	
X				
	X			Ordered by xxxx Dept.
		X		Merge with xxxx course.

Need to Merge/Combine Courses for Survey Purposes?

Consistent with SFI protocol, to protect students' anonymity, Institutional Research cannot report on courses with enrollment of fewer than five (5) students. Courses taught by the same professor and with the same start and end dates may be combined for survey purposes to meet the enrollment threshold. If you would like to combine multiple small sections with the same instructor for SFI, please note in the Comments column which sections should be combined.

Please note that combining courses must be done during the ordering process. We are unable to combine sections after the surveys have been administered. With that in mind, where class section enrollment is low but greater than 5 students (for example, 10 or fewer), please consider combining sections where appropriate to help achieve sufficient responses to meet results reporting thresholds.

Ordering Surveys for a Faculty Member with a Different Home Department?

- Courses on your order form are organized by **home department**. If you need to order SFI for an instructor with a different home department, go to the SFI order form for that department and add your order to the form. Add a comment stating that you are ordering the survey for your department. Example: "Ordered by [Your Department]" so we have a record of which department placed the order.

First Year Experience Courses - FYE

- Surveys for FYE courses are ordered on the FYE order form.
- Results Reports will be sent to the instructor and to FYE if ordered for TeP.

Interdisciplinary Studies

- Surveys for Interdisciplinary Studies courses are ordered on the INTD order form.
- Results Reports will be sent to the instructor and to INTD if ordered for TeP.

Student-Teaching Supervisor Feedback Form - STSFF

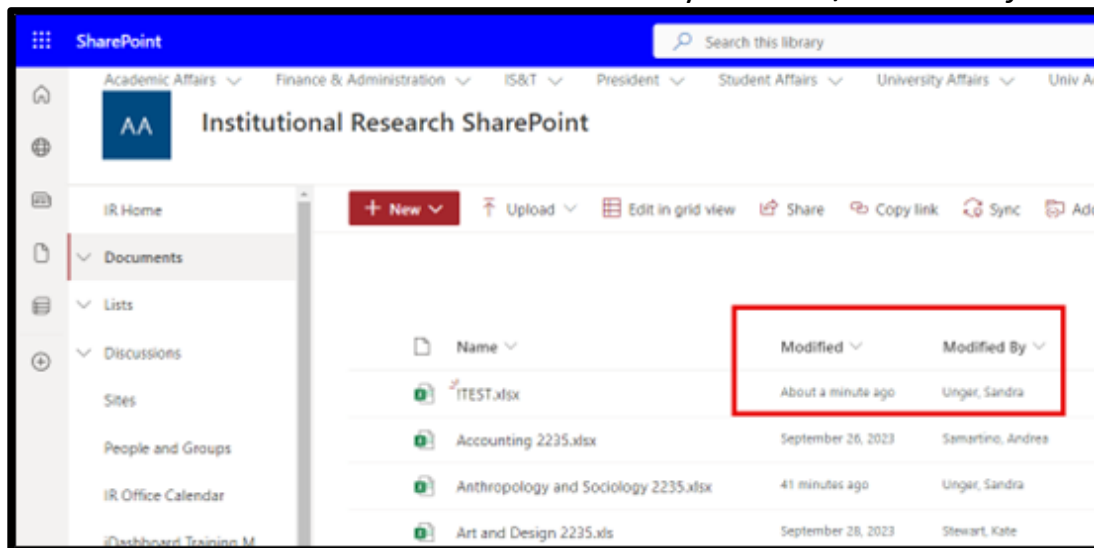
In the interest of fairness to all student-teacher supervisor faculty being surveyed, anyone planning to order an STSFF survey for the 2nd half of the semester should also plan to order an STSFF survey for the 1st half of the semester regardless of whether the students are the same or not in the 1st versus 2nd half of the semester.

Student Feedback on Instructor for Distance Education – DE

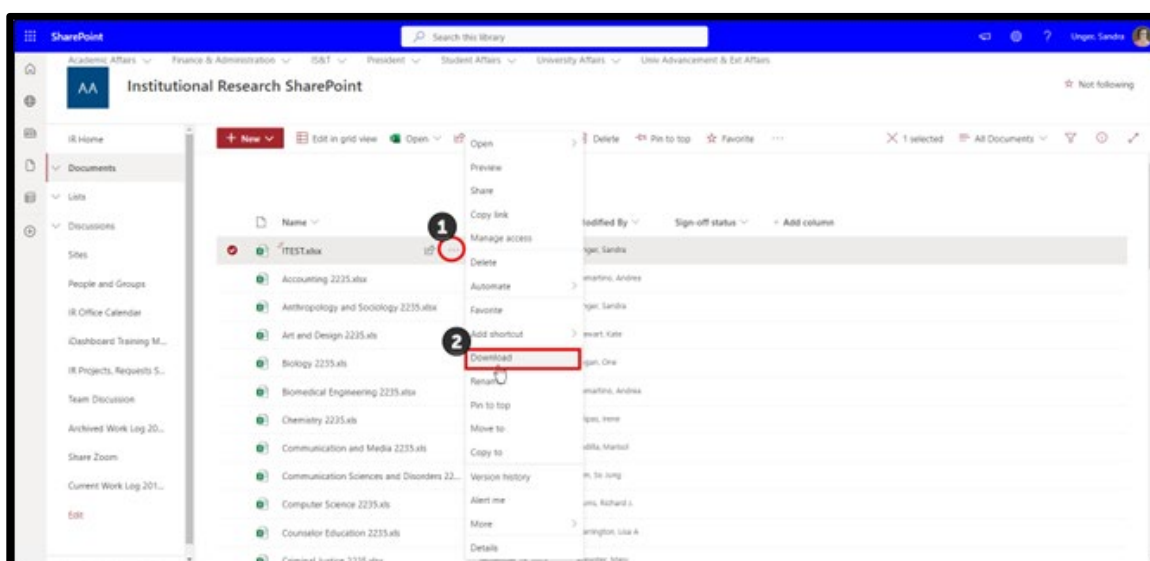
DE surveys must be ordered for specific course sections as needed. Institutional Research will not automatically administer surveys in all distance education sections.

Ready to Place Your Order?

- When you have completed your order, you may exit the order form by closing the browser tab or exit the Excel desktop application by using the “X” in the upper right-hand corner of the screen. **Please do not rename the file, move the file, or make any other changes.**
- You may **verify that your order has been submitted** by looking at the Modified By column. It should reflect your name and the Modified By column date should reflect the date and time that you *Saved/exited the file*.



If you would like to save a copy of your order, click the 3 dots beside your department's file name, and then choose “Download.” The file will be downloaded to your computer's “Downloads” folder.



Order Confirmations

Institutional Research will provide an Order Confirmation to each department after orders have been processed in Blue.

DEPT

Student Feedback on Instructor (SFI) Order Confirmation

If changes are needed, please contact SFI@wcupa.edu as soon as possible. Otherwise, surveys will be administered as indicated below. Please note: Course Names containing multiple sections represent classes that have been combined for survey purposes.

Home Dept	Faculty Name	Course Name	Course Title	Session	Course Start Date	Course End Date	Enrolled Total	Survey Type	Tenure Status	SRIS Order	Survey Start Date	Survey End Date
DEPT	Last Name, First Name	DEP201-01 LNAME;DEP2019-02 LNAME	Course Name	01	8/26/2024	12/14/2024	30	DE	On Tenure Track	Yes, for TeP	11/14/2024	12/06/2024 23:59
DEPT	Last Name, First Name	DEP100-01 LNAME	Course Name	13	9/16/2024	12/9/2024	31	SFI	Tenured	No		

Please note that for courses combined for survey purposes, the online survey system (Blue) will join the course names. For example, *DEP200-01 LNAME;DEP200-02 LNAME*.

Results Reports

Department results reports for all surveys ordered for TeP purposes will be added automatically to the faculty member's TeP portfolio in OnBase.

More information regarding results reports, including examples of reports, is available on the Student Feedback on Instructor website.

Questions?

Please contact us at sfi@wcupa.edu or 610-436-2835 with any questions.

Thank you!

Website: [Student Feedback on Instructor](#)

Access Blue: [Blue Login](#)