



Course Evaluation: Roles & Responsibilities

Administrative Hierarchy:

Access privileges to course evaluation tools and information is governed by the administrative hierarchy of the university:

- The president and the provost have university-wide access to course evaluation tools and records.
- Deans have access to all tools and records within their college.
- Department chairs have access to all tools and records within their department.

Role Maintenance:

Given the size of Florida State University, it is difficult for a single office to keep track of all levels of appointments at all times. Therefore, it is the responsibility of each administrative unit to maintain an accurate list of the administrative units it governs:

- The office of the provost is responsible for maintaining an accurate list of deans within the application.
- Each office of the dean is responsible for maintaining an up-to-date list of department chairs within its college.

These lists can be maintained by following the link "View Admin Page" on the admin menu of the application, at the bottom of the [main screen](#).

Appointing Assistants:

The representative of each administrative unit may assign one or more assistants. Assistants have the same access privileges to tools and records as their supervisors, but they may not appoint other assistants.

- The provost may assign provost assistants with access to all university course evaluation records.
- Deans may designate dean assistants with access to all course evaluation records within the college.
- Department chairs may designate chair assistants with access to all department-wide course evaluation records.
- Department chairs may also designate one or more course evaluation coordinator who are responsible for placing evaluation requests on behalf of the faculty, but do not have access to the department-wise evaluation records.

Administrative appointments can be made by following the link "View Admin Page" on the admin menu of the application, at the bottom of the [main screen](#).

Resolving problems:

Most problems with course evaluations fall into one of the following three categories:

1. Wrong instructor assignment
2. Instructors should check their list of courses early in the semester via the course evaluation application to ensure that all their assignments are correct. Course evaluations can only be ordered for instructor assignments that are correctly listed in the course schedule master.
3. Wrong delivery code
4. Instructors and course evaluation coordinators should pay close attention to the delivery code of each section. Course sections coded as "online" are highlighted in purple, face-to-face courses are white. The course delivery indicator (a.k.a. course variant) must be set to "09" for online courses in the course schedule master. This option requires the completion and approval of a Form 2. Online courses are evaluated via electronic evaluations (eSUSSAI); face-to-face courses are evaluated via paper forms (SPOT or SPOT II).
5. Invalid FSUID or UCS account
6. Course evaluation coordinators should check the department list in the course evaluation application to ensure that all assignments are correct and all assigned instructors have matching FSUID and UCS accounts. Problem records are highlighted in yellow and require investigation by the coordinator. In most cases there is a typo in the SSN that was loaded into OMNI or the SSN was recently changed (which is often the case for international students teaching courses.)