



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS

Office of the Associate Dean for Academic Affairs

16 November 2022

TO: Department Chairs and Program Directors
Full-Time and Part-time Faculty
Graduate and Undergraduate Students

cc: Dr. Maria Luz C. Vilches, Vice President for the Loyola Schools
Fr. Johnny C. Go, S.J., Dean, Gokongwei Brothers School of Education and Learning Design
Dr. Jonathan O. Chua, Dean, School of Humanities
Dr. Roberto Marin N. Galang, Dean, John Gokongwei School of Management
Dr. Raphael A. Guerrero, Dean, School of Science and Engineering
Dr. Czarina A. Saloma-Akpedonu, Dean, School of Social Sciences
Dr. Benjamin Gerardo T. Tolosa, Jr., Associate Dean for the Core Curriculum
Mr. Rene Salvador R. San Andres, Associate Dean for Student Affairs
Dr. Marlene M. De Leon, School Registrar
Mr. James Patrick S. Gregorio, Director, Office of Management Information Systems
Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila (Sanggunian)
Committee on Graduate Student Concerns (CGSC)

From: **(Sgd.) Dr. Josefina D. Hofileña**
Associate Dean for Academic Affairs

(Sgd.) Dr. Anne Lan K. Candelaria
Associate Dean for Graduate Programs

Subject: **Course and Faculty Evaluations for the First Semester, SY 2022-2023**

We wish to remind the LS community that course and faculty evaluations for this First Semester, SY 2022-2023 may be accomplished beginning **Monday, 21 November 2022** by logging on to <http://aisis.ateneo.edu> (click on: Course and Faculty Evaluations).

Students are reminded to accomplish the form for **each** of their First Semester classes.

It is recommended that Schools adopt the practice of allotting time during the final synchronous session of their classes for students to accomplish the form, simulating the practice of in-classroom evaluations in pre-pandemic school years. During the synchronous session, faculty can assign the class beadle as co-host of the synchronous class session before students begin to accomplish the evaluation form, pause/stop the recording, click "leave meeting," and return after the evaluations are completed.

Please be reminded that:

1. As announced by the Vice President for the Loyola Schools, through her 8 March 2022 memo, [New Policy on Student Evaluation and Exit Surveys](#), the accomplishment of the Course and Faculty Evaluation form by undergraduate and graduate students is now a **requirement**. Students will not be able to view their final grades on AISIS for the classes that they have not yet evaluated, although they will still be able to view their QPI. **A hold order will be imposed on these students, which will prevent them from enrolling in the next academic term.** The hold order will only be lifted upon the students' completion of the evaluation form for **each class** that the students were enrolled in.
2. The evaluation process is important for quality assurance of teaching/learning practices. It is a means by which students can reflect on their own learning experience while providing feedback on the courses they are taking and the faculty members who handle these courses.
3. Faculty members can use the feedback to determine both what they are doing well and how they can improve course content, teaching methodology, course requirements, and assessments.
4. The data from student evaluations is also used by department chairs/program directors and peer evaluators to review faculty members for permanency, reappointment, and promotion.
5. Students are expected to use appropriate language in providing constructive comments, i.e., comments to improve the teaching and learning experience.
6. Student responses are **anonymous**. Department/Program secretaries generate a consolidated report and forward this to the concerned faculty member. The consolidated results of the required end-of-term evaluations are made available **after the electronic release of final grades.**
7. Departments/programs can start downloading/viewing the results starting **Tuesday, 3 January 2023.** However, departments/programs should expect possible late submissions of course and faculty evaluations by students, which may necessitate a second downloading of results at a later date.

Comments and suggestions about the student evaluation process may be sent to adaa.ls@ateneo.edu (for undergraduate classes) and adgp.ls@ateneo.edu (for graduate classes).

Thank you very much.