

Fall 2020  
J2W Processes for Tenure *(revised 10.19.20)*

**J2W (Student) Process**

For J2W evaluations, all instructors will receive an email (not sent through Canvas, but directly to FHDA email) at the end of Week 2 describing how Course Eval HQ works, and how to request a student evaluation.

[Sample Letter](#)

[Form for Evaluation Requests](#)

The form linked above is open until the end of Week 4.

The Wednesday before the evaluation week, the instructor and designee receive an email with instructions and what to expect.

[Sample Letter for Instructors](#)

[Sample Letter for Designees of Tenure Track Faculty](#)

[Sample Letter for Designees of other Faculty](#)

The Friday before the evaluation week, Online Ed sets up the Course Eval HQ software in Canvas for each J2W requested using the form.

Evaluations are open Monday at 8:00am to Sunday at 11:59pm. Students receive an announcement and reminders are sent if participation is low (monitored by Online Ed).

Designees get the results when the evaluation closes.

The designee completes the tabulation sheet for Part A of the J2W and submits per the regular process for tenure review. After final grades submission, Part B is shared and reviewed with the tenure candidate and committee members.