

**To:** ACC Faculty  
**From:** Faculty and Staff Evaluation , Human Resources  
**Date:** 03/18/08  
**Re:** Faculty Evaluations

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Hello,

We are in the process of making faculty evaluations more efficient and effective.

Anyone who requests an evaluation in the Spring or Summer will be a part of the testing phase for our new and improved processes. As we streamline faculty evaluations there are three important differences you will notice:

**1. No more #2 pencils.**

INK! Our new process picks up blue or black ink best. Please have your students use blue or black INK to mark the boxes.

**2. New look, same questions.**

The forms the students complete will have the same questions but will look slightly different. They no longer need to bubble in your course information (synonym & Datatel ID) so the evaluation process will take up less time.

**3. Results via your ACC email account.**

That's right--email! No more hunting down "lost" results packets. You will now receive your evaluation results in a PDF file sent to your ACC email account in late June/early July. The PDF will contain your handwritten comments from the students, the numerical data from the questions, and your overall ranking. Please remember to check your spam or junk folder in case the ACC filters catch the email. It is important to note that we will only send your results to your ACC email account. If you do not have access to ACC email, here are some links that will help you:

Log in to your ACC email

<http://webmail.austincc.edu/>

Access your ACC email a different way

<http://www.austincc.edu/helpdesk/docs/accemail.html>

Find out your password or log-in name or anything else.

[helpdesk@austincc.edu](mailto:helpdesk@austincc.edu)

The Help desk will be able to guide you through getting into your email

Monday through Thursday, 7 am - 7 pm \*

Friday, 7 am -5 pm \*

\*Closed during all official school holidays.

Telephone: 223-HELP (223-4357)

Email: [helpdesk@austincc.edu](mailto:helpdesk@austincc.edu)

We want to thank you in advance for your help and cooperation. As with all testing phases we anticipate issues and problems will arise; however, will do our best to find and correct those matters as quickly as possible. If you have any questions or if you encounter a problem please contact me.

*Vida Forrest y Salazar*

Faculty & Staff Evaluation Coordinator

223-7745

[vforrest@austincc.edu](mailto:vforrest@austincc.edu)