

All course evaluations at Lehigh are conducted online through our Course Evaluations & Surveys (CES) portal: <http://go.lehigh.edu/evalkit>. This is where students complete their evaluation forms, and where instructors and administrators access course evaluation summary reports. As a department chair, you are assigned an administrator role in Lehigh's CES portal and have access to all course evaluation summary reports for your department. In most departments, only the department chair and department coordinator have access to all the course evaluations. Instructors will only see the evaluations of the courses they taught.

You can find information about how to access course evaluation summaries for your faculty members and your department's courses here: <https://oirsa.lehigh.edu/end-semester-summaries>. Since course evaluation data is very sensitive, we ask that you please refrain from downloading any summary reports on your department's shared drive or any other location that might result in instructors having access to their colleagues' evaluations.

Don't hesitate to reach out to our office by emailing inevals@lehigh.edu if you have any questions or concerns about accessing course evaluation summary reports or about course evaluations in general.