

## TEACHING SUMMARY INSTRUCTIONS

The teaching evaluation summary can be generated at [evals.wustl.edu](http://evals.wustl.edu). When there, choose "Access Course Evaluations" and then "Reports" under "Results and Reports." On the next screen, choose "A&S Tenure Summary Report," the third option down. From there, you will choose the semesters and years, enter the name of the professor, and click "Search." **Please include the past five years. If a faculty member did not teach during any of those semesters, there is no need to include earlier teaching evaluations.** The past five years is what the committee wishes to see.

After you have entered this information and clicked "Run Report," the report will download and open as an Excel spreadsheet. Due to some older software built into the Evals site, a red-banner warning that says "Protected View. Office has detected a problem with this file. Editing it may harm your computer. Click for more details," will likely appear at the top of the Excel spreadsheet. This is due to a conflict between the Evals software and the newer versions of Excel and **is not a threat to your computer.** Please ignore the warning, click for more details, and choose "Edit Anyway" when given the option.

**Two columns will need to be added manually to the spreadsheet. They are "credit hours" and "teaching effort %." Please add these columns between "short title" and "students enrolled" in the "course data" section of the document.** A sample summary is included here. The two columns highlighted in light blue are the columns that will need to be added manually.

If you have any questions about the summary, please call or email Jennifer Gibbs ([jgibbs@wustl.edu](mailto:jgibbs@wustl.edu)), 935-7003). If you have a website/technology-specific question, please email or call Jennifer Kohl ([jkohl@wustl.edu](mailto:jkohl@wustl.edu), 935-7342). If you don't have access to a department or program in which your faculty member has taught, Jennifer Kohl can run a comprehensive teaching evaluation summary, including courses in all of the departments/programs in which the professor has taught, for you.