

November 12, 2020

SUBJECT: Your Participation Requested in Faculty Evaluation Process

Dear Students,

Throughout this week, for instructors teaching online classes who are scheduled to be evaluated, you will be receiving email notifications from Surveys, **as shown below**. Please know that this is not a phishing scam but is indeed from Millersville University. This is the same survey that you have been asked to fill out in the past using pencil and a paper form.

Your participation is important, as this survey is part of the professor's, department's and university's ongoing efforts to improve curriculum, teaching and learning. You should know that your anonymous responses will be summarized and used in faculty reviews, reappointments, promotions and tenure decisions. The information you provide WILL NOT be given to your instructor until after final grades are submitted.

I encourage you to participate before the end of this week.

Sincerely,

Vilas A. Prabhu, Ph.D., M.B.A.
Provost & Vice President for Academic Affairs

From: Surveys <Surveys@millersville.edu>
Subject: Course Evaluation: XXXX 100 NOW OPEN

Dear Student Name,

This is a reminder -- Millersville University is evaluating one or more of the online courses in which you are enrolled. This anonymous course evaluation is part of our on-going efforts to improve curriculum, teaching, and learning. Your input is critical to the overall success of the evaluation process. The link in this email is for the evaluation of the following course:

Course Code: XXXX 100

Course Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Instructor: XXXX XXXXXXX

You may access your course evaluation by clicking the link below:

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:

[Link](#)

Please respond by [Time] on [Date] as course evaluations close on that date.

Thank you for your participation.