

Dear [R\$FN] [R\$LN],

Use the CES to make your voice heard and pay it forward to the next group of students!

[Provide your feedback now](https://www.uvic.ca/learningandteaching/students/course-experience-survey/login.php) at <https://www.uvic.ca/learningandteaching/students/course-experience-survey/login.php>

Please note, you **have approximately 15 minutes to complete the survey** after you sign in. In most cases, your survey will be available from now until the end of the last day of class for your course.

The Course Experience Survey (CES) lets us know about your experience in the course and lets your instructor know what worked well and areas for improvement.

The best responses are respectful and constructive (specific ways to improve the course and instruction) – so take a few minutes and let us know how we did.

The results of the CES are **anonymous**. The survey results go to the instructor and the department/school **after all grades have been submitted**.

- For regular faculty, the written comments go only to the faculty member.
- For sessional instructors, the written comments go to both the instructor and to the chair/director of the department/school.

Your responses will be used

- By the instructor for making improvements to teaching and course design
- By the department/school for assuring the quality of instruction and assessing the faculty member/instructor (including merit and promotion as well as in re-appointment processes)
- By the university for strategic planning with regard to meeting its commitment to high-quality education and student academic success.

[Please provide your feedback now.](#)

Note: The CES is not an appropriate avenue for initiating a complaint.

If you have specific concerns in the form of a complaint, you may contact

- The chair/director of the department/school or dean of the faculty in which the course is offered
- The Equity and Human Rights Office; <https://www.uvic.ca/equity/>
- Office of the Ombudsperson;

<https://www.uvic.ca/universitysecretary/senate/appeals/ombudsperson/index.php>

For more information on the CES and frequently asked questions, go to

<https://www.uvic.ca/learningandteaching/students/course-experience-survey/index.php> or contact ceshelp@uvic.ca

Sincerely,

The Course Experience Survey Support Team
University of Victoria