

SAR Access to Individually Identifiable ClassEval Results

Every individual who has access to ClassEval results must respect instructors' and students' privacy in accordance with relevant laws (FERPA, SPA) and University personnel policies.

UPA posts each instructor's ClassEval reports and data on a secure website and provides access only to that instructor and the department head(s) with supervisory responsibility for his or her teaching. These department heads include:

- the head(s) of the department for which the instructor taught, i.e., the department owning the course as indicated in the Student Information System, and
- the head of the instructor's home department for tenure and rank, as indicated in the University's personnel file.

Instructors may share their own reports with anyone they wish.

By law, department heads may share access to instructor reports and data with others only for purposes that are extensions of their supervisory role in hiring, salary decisions, promotions, or performance review. Examples include giving an administrative assistant charged with filing copies, or the department's RPT committee when evaluating an instructor for promotion. Department heads may not share results with individuals or committees for other purposes, including awards or teaching committees, without the instructor's explicit agreement. *If the department head allows access to anyone else, the department head is responsible for ensuring that the recipient is informed about the limitations in providing access.* Please contact the NC State Office of Legal Affairs for any policy questions or concerns.

1. Login to SAR. MyPack Portal, For Faculty & Staff, Security Access/SAR, SAR (System Access Request).
2. From the menu, choose Update Access.
3. Enter the last name or HR employee id number of the person for whom access is being requested, and check the appropriate button. When employee name(s) appear in the list, highlight the appropriate name and click on Continue.
4. On the Select Account page, scroll down and highlight the ClassEval Department Head role application. Then click on Continue.
5. At the top of the Update Access ClassEval Department Head Role Modifications page, verify the header information in regard to the employee's name, employee id number, department of employment, and Compliance Certification.
6. Enter six digit OUC for your department and click Search Six Digit OUC
7. In Department available box select OUC entered and move it to selected box on the right. Then submit the request. Request goes to the college SAR approver and when approved you will receive and email confirming completion of request.

If you have any questions, please contact the OIT Help Desk at 513-HELP (4357) or via email at HELP@ncsu.edu.