BUMC IT – Educational Technology

Student: How to Initiate Faculty Evaluations and Evaluation Request to Faculty (Ad Hoc Request)

1.) From the MedHub home page, select the evaluations tab

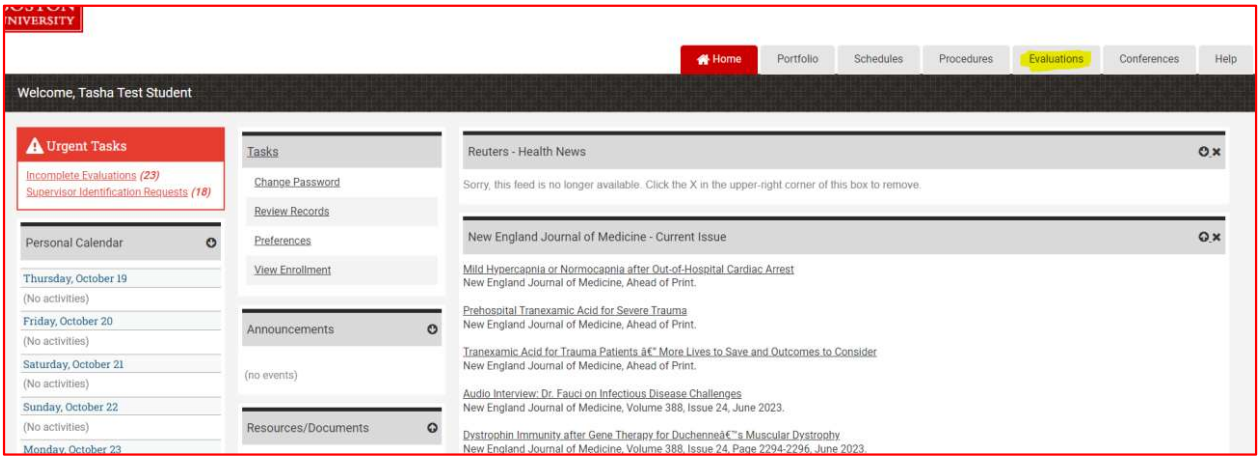

Figure 1 MedHub Homepage

2.) On the Evaluations tab, on the right there are two options: “Evaluate a Faculty Member” and “Initiate Performance Evaluation (Faculty)”

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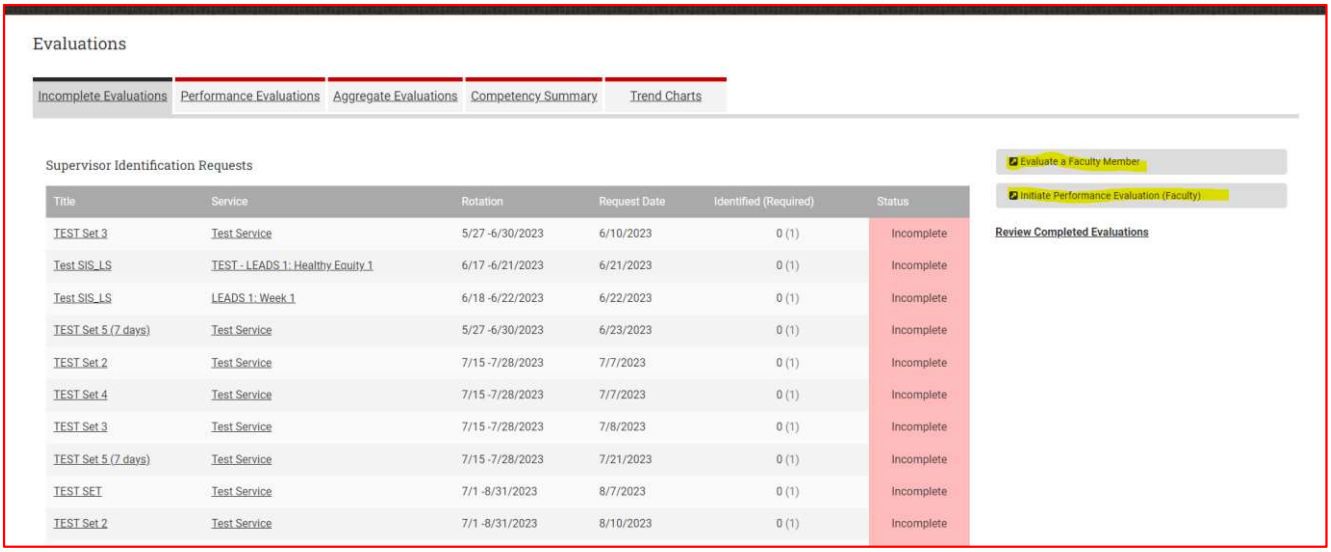

Figure 2 Evaluations Tab

Initiating a Faculty Member Evaluation

3.) If you would like to Evaluate a Faculty Member, please select this option. MedHub will then take you to a page to select the faculty member. Please fill out the information and then select submit.

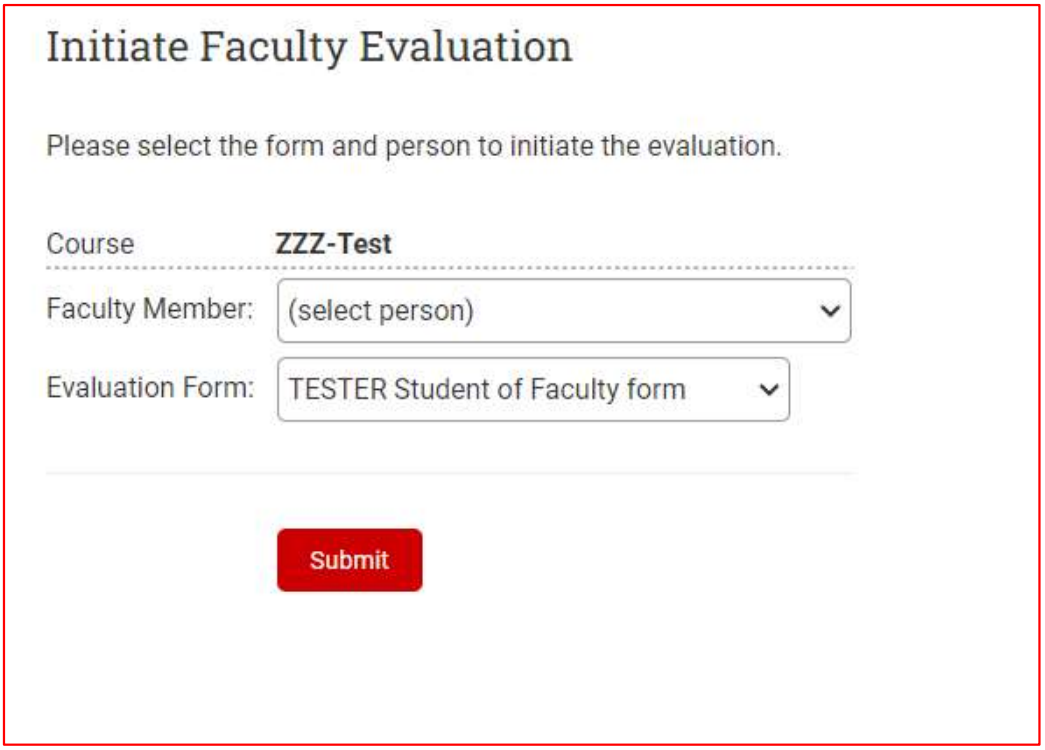

Figure 3 Initiate Faculty Evaluation

4.) After selecting submit, MedHub will automatically bring you to the evaluation to fill out.

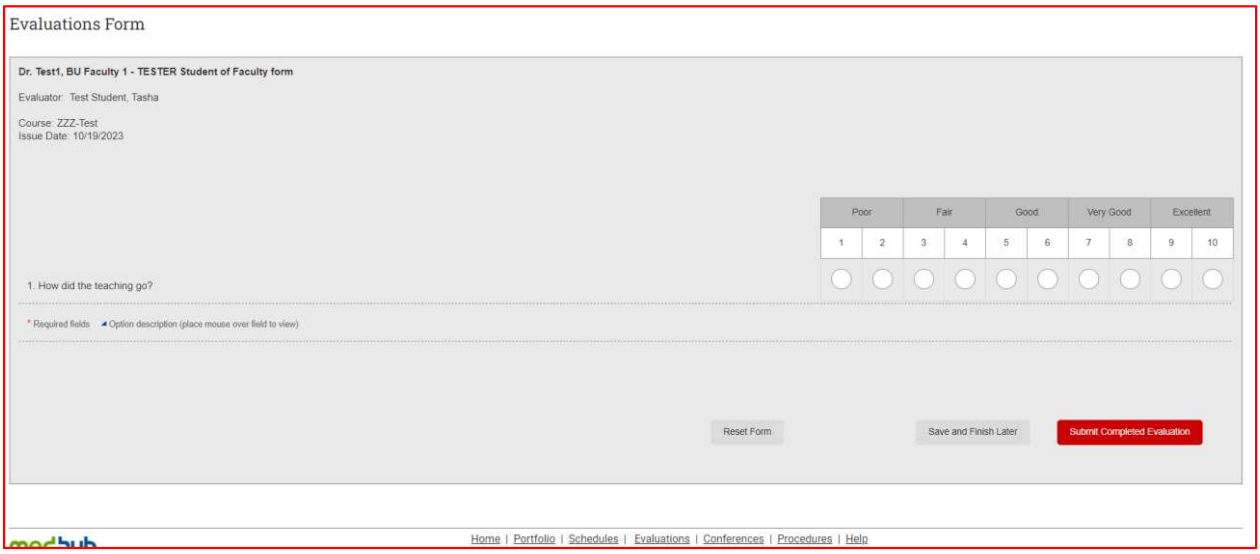

Figure 4 Faculty Evaluation Form

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You can either complete the evaluation in full and select "submit completed evaluation" or return to the evaluation at a better time by selecting "save and finish later."

Initiate an Evaluation Request to a Faculty

3.) If you would like to have a faculty member evaluate you, please select Initiate Performance Evaluation (Faculty). MedHub will then bring you to another page to select the faculty member and draft a message to the evaluator. Please fill out the information and select submit.

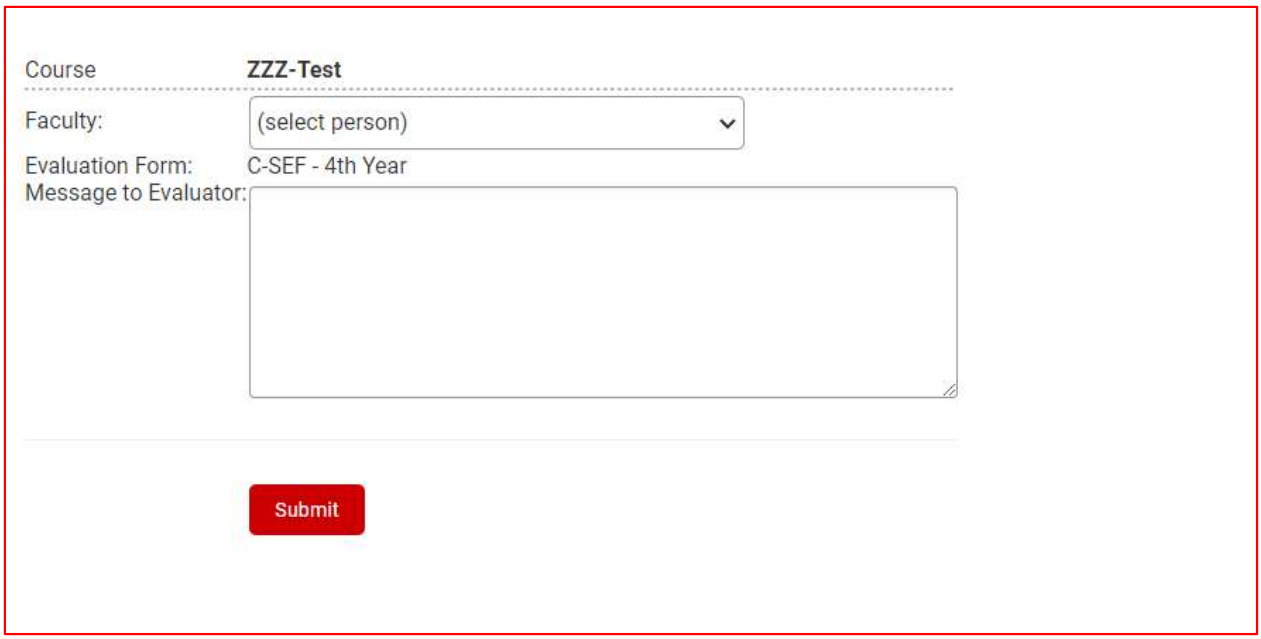
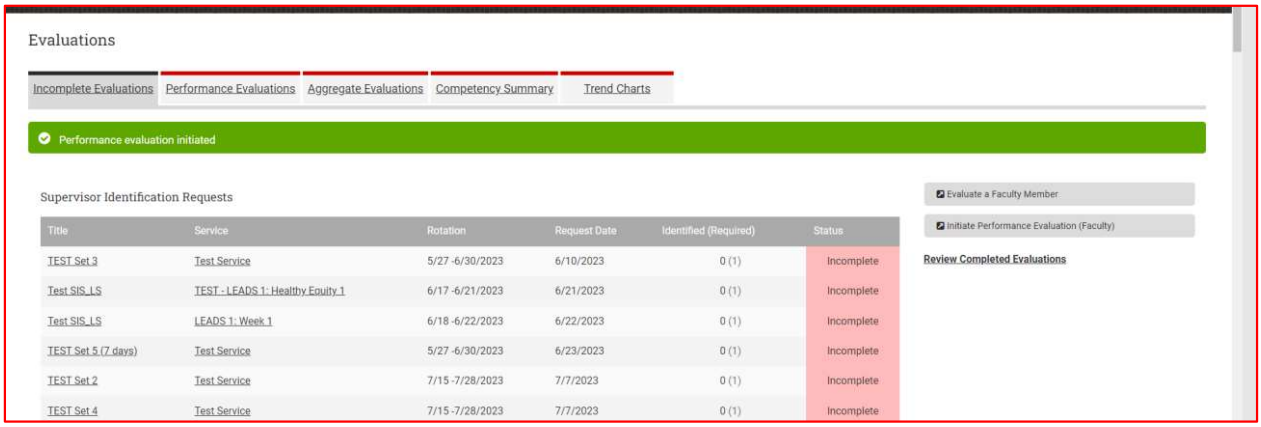


Figure 5 Initiate evaluation request to a faculty

A successful evaluation request will show the user a green notification banner



Please note that currently, MedHub does not have a specific location where students can view the requested evaluation forms. If you do not think your evaluation request was sent, please check in with your course administrator.

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