

# Faculty Course Evaluation Findings

Date: [Insert Date]

To: [Insert Recipient]

From: [Insert Sender]

Subject: Course Evaluation Findings for [Course Name]

Dear [Recipient],

We are pleased to present the findings from the recent course evaluations conducted for the course [Course Name] taught by [Instructor Name] during the [Semester/Year]. The evaluations provide valuable insights into the strengths and areas for improvement within the course structure and delivery.

## Key Findings:

- **Overall Course Satisfaction:** [Percentage] of students reported being satisfied with the course.
- **Instructor Effectiveness:** [Percentage] of students rated the instructor as effective in delivering course content.
- **Course Materials:** Students found the course materials to be [describe feedback].
- **Suggestions for Improvement:** [Briefly list suggestions made by students].

We encourage ongoing feedback to build on what is working well while addressing any concerns that may affect the learning experience.

Thank you for your continued support in enhancing the quality of our courses.

Sincerely,

[Your Name]

[Your Title]

[Your Department]