

Schedule for the Student Evaluation of Faculty Ratings System Spring 2008

February 4, 2008

All changes/checking of instructor class assignments (instructor role of PI,SI,TC and TA), class locations, class times, class end dates, WWW designation should be emailed to: Laurie.Best@Uconn.edu
please cc: Cheryl.Williams@UConn.edu **No Instructor Role should be changed after 2-4-08.**

February 8, 2008

Deadline for **Early Ending** (those classes ending prior to March 14, 2008) Requests for evaluation packets.

February 8, 2008

*Team Taught, Omission , * WebCt (completely on line only) and other *special requests forms should be completed and emailed to: Cheryl.Williams@UConn.edu
Forms can be found at:
<http://www.oir.uconn.edu/FacEv-Information.html>

April 16- May 2, 2008

On-line Student Evaluation of Faculty surveys open for requested evaluations only. Evaluations open and close at midnight.

March 15th –16th or
22nd-23rd

Printing of Official System forms

April 11, 2008

Deadline for forms to be in departmental offices.

April 16 – May 2, 2008

Schedule time for Student Evaluation of Faculty in classes. Please schedule Primary Instructor, Second instructor in a Team Taught and/or GA on separate days so that the forms do not get mixed. Notify all students in on-line courses of availability of on-line evaluation.

May 5, 2008 – May 9, 2008

Finals week-No evaluations are to be administered during this time frame.

May 9, 2008

All Student Evaluation of Faculty packets must be returned to OIR by this date.

June 20, 2008

Deadline for Official results to be in departmental offices.