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.