Schedule for the Student Evaluation of Faculty Ratings System  
Spring 2007

January 30, 2007  
All changes/checking of instructor class assignments (PI,SI 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 1-30-07.

February 9, 2007  
Deadline*  
*Early Ending, *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-forms.html

April 16- April 20, 2007  
WebCT rosters for all on-line courses synchronized for requested evaluations only. Evaluations to be done between 4/16 and 4/20/2007. Evaluations open and close at midnight.

March 17th –18th or 24th-25th  
Printing of Official System forms

April 11, 2007  
Deadline for forms to be in departmental offices.

April 16th – April 27th  
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.

April 30th – May 4, 2007  
Finals week-No evaluations are to be administered during this time frame.

May 11, 2007  
All Student Evaluation of Faculty packets must be returned to OIR by this date.

June 8, 2007  
Deadline for Official results to be in departmental offices.