January 16, 2007

To: Deans, Dept Heads, Faculty
And Administrative Assistants

From: Cheryl Williams
Student Evaluation of Faculty Coordinator
Office of Institutional Research

Re: Spring 2007 Student Evaluation of Faculty System

Check each class in PeopleSoft for correct instructor information including:

- Instructor - Full name – last, first, middle
- Instructor Role:
  - Primary (listed in Lecture portion of class-only 1 per course and section)
  - Secondary (listed in Lecture portion of Team Taught classes-may have many or lab portion of class where a TA is teaching)
  - **TA (graduate assistant teaching in labs or discussions supplemental to lectures)
  - **TC - teaching coordinator-no teaching duties, but coordinates those who have.
    (These sections may also have a Primary and possibly one or more Secondary instructor listed)
  - ** If a graduate assistant is teaching a lecture section independently, then he/she is considered the Primary instructor

- Meeting time and location (especially for cross listed classes)
- End Date—must have a correct end date listed in PeopleSoft for Early Ending classes or the instructor will not receive the evaluation packet for the class.

You may check your information by going to the Registrar’s Website or by logging into PeopleSoft and going to:
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes
Fill in the needed criteria and check each class.
All of the following requests and revisions for the Student Evaluation of Faculty System must be emailed to Cheryl.Williams@uconn.edu on or before February 9, 2007.

- Forms to request the following are located on the website http://www.oir.uconn.edu/

Request for Omission* from the evaluation must be submitted by the department head for any instructor in a non-mandated package.

Cross-listed* classes will rely on the meeting time, place, and instructor name for matching. These will be rated as one course unless special arrangements are made by February 9, 2007.

Early Ending* classes scheduled to be rated should provide a written request to OIR at least 2-3 weeks prior to the scheduled course final. Forms on website-be certain an accurate end date is on the “Meetings” tab in PeopleSoft for the class.

Secondary instructor listed in PeopleSoft in the lecture portion of a Team-Taught class will also be evaluated automatically. Instructor must be listed as Secondary Instructor in PeopleSoft prior to the 10th day of classes. Results for these classes will be run following the Official Survey. Do NOT request a change the Instructor Role after the 10th day of classes.

On-Line class “Primary” Instructor evaluation (only those listed in PeopleSoft as instruction mode of WWW ) will be evaluated on-line. The results will be a part of the official Student Evaluation of Faculty system.

Please refer to the website (http://vm.uconn.edu/~wwwoir/facev.html) for this semester’s schedule of ratings. The system is available and encouraged for all instructors in all departments. Departments/Campuses on the non-mandated schedule will be evaluated unless the Department Head provides the Office of Institutional Research with written notification of non-participation by February 9, 2007.

Per the request of the Provost, Graduate Assistants teaching supplemental sections (ie: labs, discussions supplemental to Lecture sections) will be evaluated in a special system. The same information is needed for those sections. Note that the Primary Instructor of the lecture portion of this class must be listed in the lab section for grading purposes as well as the TA being listed with a “TA” designation.

Please double check to be certain that as of January 30, 2007 no GA has switched sections with another. If this occurs, please notify Laurie Best and cc Cheryl Williams.

If you have any questions, please contact Cheryl.Williams@Uconn.edu.

Thank you.