

February 28, 2008

**To: Deans, Dept Heads, Faculty
And Administrative Assistants**

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

**Re: May Intersession, Summer Sessions 2008
Student Evaluation of Faculty System**

Request forms for Summer and Intersession classes may be obtained on the OIR website at <http://www.oir.uconn.edu/FacEv-forms.html>

Fill in one of the blank lines under the “Unofficial” heading indicating the following:

- Session and dates (e.g., May Session: May 12-May 30)
- Instructor role (PI, SI or TA) one instructor role type per form please

All requests must be received by OIR *no later* than 1 month prior to the beginning of the session requested. Otherwise the timeframe may be too short for the request to be filled.

Requests must come from the department, not the individual instructor.

Please note that May, Summer and Winter Sessions are not mandated for the Student Evaluation of Faculty by the University Senate. Therefore all results are considered “unofficial”.

If you have any questions, please contact Cheryl.Williams@UConn.edu or call (860) 486-1910.