

August 24, 2009

To: Deans, Dept Heads, Faculty
And Administrative Assistants

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

Re: Fall 2009 Student Evaluation of Faculty System

Check each class in PeopleSoft for correct instructor information including:

- Instructor- Full name – last, first, middle
- Instructor Role:
Primary : Has at least 50% of teaching time. Listed in Lecture portion of class-**only 1 with this designation per course and section** Designation not to be used in the supplemental (laboratory and discussion) sections (the “Primary” from lecture should be listed as “Secondary” in the supplemental sections when a “TA” is teaching the supplemental section).

Secondary: Is listed in Lecture portion of Team Taught class. There may be any number of secondary instructors per course and section. This designation may also be used in the supplemental (laboratory or discussion) portion of class where a TA is teaching.

TA : A graduate assistant teaching a laboratory or discussion section supplemental to lectures. If a graduate assistant has primary teaching duties in a lecture, then he must be listed in the lecture portion of the class as Primary instructor. “TA” designation is only for laboratory, discussion and other supplemental sections.

TC :Teaching Coordinator-no teaching duties, but coordinates those who have. (These sections may also have one Primary and possibly one or more Secondary instructor listed) TC has grading and roster access.

Stand Alone Laboratory or Discussion(credit bearing)- only the PI in these sections is sent official form packet automatically-all TAs or SI's in this type of course must be requested for unofficial evaluation.

Check the following data in PeopleSoft for accuracy:

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

You may check your information by logging into PeopleSoft and going to:

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > Schedule of Classes

Check each class individually and notify the registrar's office of any necessary changes or additions.

**Corrections should be sent to the Registrar's office for entry into PeopleSoft:
Lisa.Pane@UConn.edu**

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 September 14, 2009.

- **Forms to request the following are located on the website <http://www.oir.uconn.edu/FacEv-forms.html>**

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 September 14, 2009*.

Early Ending* classes scheduled to be rated should provide a written request to OIR at by September 14, 2009. 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" and "Secondary" 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://www.oir.uconn.edu/> 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 September 14, 2009.**

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 September 14, 2009 no GA has switched sections with another. If this occurs, please notify Lisa Pane and cc Cheryl Williams.

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

Thank you.