

## Schedule for the Student Evaluation of Faculty Ratings System Fall 2009

**Prior to-September 14, 2009**

All changes/checking of instructor class assignments (PI,SI and TA), class locations, class times, class end dates, WWW designation should be emailed to: [Lisa.Pane@Uconn.edu](mailto:Lisa.Pane@Uconn.edu) please cc: [Cheryl.Williams@UConn.edu](mailto:Cheryl.Williams@UConn.edu)  
No Instructor Role should be changed after Sept 14 2009.

**September 14, 2009      Deadline\*:**

\*Early Ending, \*Team Taught, Omission , \* WebCt (completely on line only) and other \*special requests forms should be completed and emailed:[Cheryl.Williams@UConn.edu](mailto:Cheryl.Williams@UConn.edu)  
Forms can be found at: <http://www.oir.uconn.edu/FacEv-information.html>

**November 23-28**

On-line additional questions open for instructors.

**November 30- December 11**

On-line evaluations (for WWW classes only) to be available for student completion between 11/30 and 12/11/09. evaluations open and close at midnight(11:59 pm).

**October 31st or  
November 7**

Printing of Official System forms

**November 25th**

Deadline for forms to be in departmental offices.

**November 30 – December 11**

Schedule time for Student Evaluation of Faculty in classes. Please schedule Primary Instructor, Secondary Instructor in a Team Taught and/or GA on separate days so that the forms do not get mixed.

**December 14-19**

Finals week-No evaluations are to be administered during this time frame.

**December 18, 2009**

All Student Evaluation of Faculty packets must be returned to OIR by this date.

**January 22, 2009**

Deadline for Official results to be in departmental offices.