Schedule for the Student Evaluation of Teaching Ratings System  
Fall 2012

September 10, 2012  
All changes/checking of instructor class assignments  
(instructor role of PI, SI, TC and TA), class locations, class  
times, class or instruction end dates, WWW designation  
should be correct or changes emailed to your regular contact  
at the Registrar’s office.  
please cc: Cheryl.Williams@UConn.edu  
No Instructor Role should be changed after 9/13/11

September 10, 2012  
Deadline for Early Ending requests:  
Courses or INDIVIDUAL INSTRUCTION ending prior to  
November 9, 2012 Requests for evaluation packets advisable.  
Early end dates of instruction or course MUST be in  
PeopleSoft or packets will NOT be generated.  
http://www.oir.uconn.edu/FacEv-Information.html

October 1 through October 5  
Early Ending forms sent out

October 20 or October 21  
Official System forms printed

November 16  
Deadline for forms to be in department offices for  
distribution to faculty

November 26 to  
December 7  
In-class and on-line surveys to be administered during this  
timeframe  
Faculty please notify all students in on-line courses of  
availability of on-line survey  
Courses having the “WWW” instruction mode will be  
automatically slated for survey if they meet the criteria  
On-line surveys open and close at 11:59 pm

In person surveys:  
November 26 to  
December 7  
Schedule time for Student Evaluation of Teaching surveys in  
classes  
Please allow for an alternate date in case of inclement  
weather.  
Please schedule Primary Instructor, Secondary instructor  
and/or GA surveys to be administered on separate days so  
that the forms are not mixed-if mixed the surveys are void.  
Make certain that monitors know all instructions included in  
the packet.

December 10-14  
Finals week-No surveys are to be administered during this  
timeframe.

December 14  
All student evaluation of teaching packets must be returned  
to OIR by this date by 5:00 pm.

January 31, 2013  
Deadline for Official results to be in department offices