Summer Sessions 2010

To: Deans, Dept Heads, Faculty
   And Administrative Assistants

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

Re: Summer 2010 Student Evaluation of Teaching 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 Lec or Sem 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-
  no evaluation packet is generated for a TC. (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 and/or Early Ending Instruction or the instructor will not
  receive the evaluation packet for the class.

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

Curriculum Management>Schedule of Classes>Maintain Schedule of
Classes>then fill in Term and Subject and click on the Search button.
Check section by section for the above information.

Instructor Role and Component automatically included in Student
Evaluation of Teaching:
- Lecture/Seminar-Both PI (Official System) and SI (Team Taught
  System)-never TA
- Laboratory or Discussion supplemental to the above LEC or SEM-
  must have the PI from the credit bearing section listed as SI. The TA
  will receive the evaluation-no SET is generated for the PI or SI in the
  LAB or DISC sections.
• LAB or DISC-(stand alone-credit bearing) only the PI receives a SET automatically. The SI set for this type of section must be requested.
• Clinical and Practicum components will not be evaluated automatically. Requests must be submitted for them.

Deadline for Request for Early Ending class forms is April 15, 2010:

(Class or Instructor must be listed as having an end date prior to the end of the semester listed on the meetings tab of the Maintain Schedule of Classes in PeopleSoft)

Not applicable for summer sessions-time frame is too short:
Early Ending* classes or instruction scheduled to be rated should provide a written request to OIR at least 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.

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 April 15, 2010.

• Forms to request the following are located on the website http://www.oir.uconn.edu/FacEv-Information.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 April 15, 2010.

Secondary instructor listed in PeopleSoft in the lecture/seminar 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://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 April 15, 2010.

Graduate Assistant system will not be run during summer sessions due to low numbers of supplemental lab or discussion sections.
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 from the lecture portion of this class must be listed in the lab section for grading purposes (list as SI instead of PI) as well as the TA being listed with a “TA” designation.
Please double check to be certain that as of April 15, 2010 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.