OFFICE OF INSTITUTIONAL RESEARCH
Procedures for Administration of
Official Student Evaluation of Teaching Paper Forms

To the Instructor

The SET forms enclosed are for the course(s) you teach this semester in this department. This survey is conducted by this office under the guidelines of the University Senate. The results of this survey are useful for improving teaching performance but also are required for promotion, tenure, and reappointment. Each instructor will receive his/her own survey results after the semester has ended and grades have been distributed. The results for all surveys will be on-line. Individual reports also go to the appropriate Dean, Director, and Department Head. NetID and password are required to access the reports in the secure environment. Summary and general information on UConn student evaluation of faculty can be accessed http://www.oir.uconn.edu/onlineset/onlineset.html

Please read the following important information:

1. Check the top portion of the forms to confirm that all the information printed is correct and return to the proper envelope. If there is any discrepancy, please notify the department to contact: SETeaching@UConn.edu with corrections.


3. Announce ahead of time the date the evaluation will be administered in your class. The forms contain check boxes and do allow use of pen or pencil. Allow 15-20 minutes for the evaluation. You must leave the room while the forms are being completed.

4. Arrange with a responsible student or colleague to distribute and collect the forms. Be sure the forms given to the monitor correspond to the class that is being evaluated.

5. Inform your monitor if you include any additional questions for the comment sheet. The replies to the questions on the comment sheet are for your information.

6. Instruct all students to place page one and two in order and face up for return to envelope.

7. The monitor should return the completed forms immediately to the department head's office* and not mail them. Rating forms received by OIR after 5pm on May 10, 2013 will not be included in the scanning process.

8. If the evaluation of your class(es) does not occur, return the packet of survey forms with a written explanation to the department head or campus director.

9. For handicapped students unable to fill out this form under regular conditions, please call (860) 486-1910 to receive special instructions.

10. The results for your SET evaluation will be posted on-line for you only after final grades are posted. The access requires your NetID and password to enter the secure environment.

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Note: Enrollments in multi-section courses and cross-listed courses which list the same instructor and the same meeting time have been combined into one section for ease of in-class evaluation. If there is sufficient enrollment in each section, they may be separated by written request to OIR by The 10th day of classes each semester.

*For non-Storrs locations, deliver to Campus Director's office.