Online Process for Student Course Evaluation

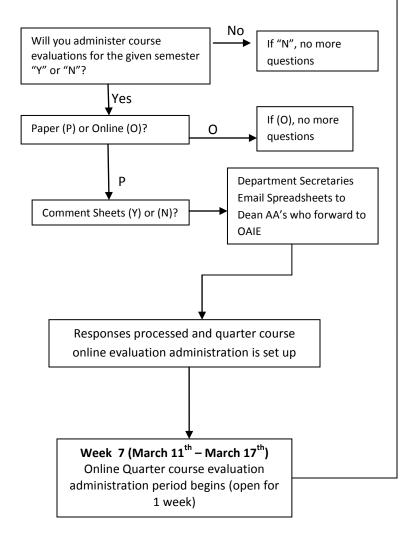
Week 4 of semester (Feb 18th – Feb 22nd)

Semester Course Detail Spreadsheet are separated by department within each college and sent to Dean's Administrative Assistants. Dean AA's will identify Professors going for Promotion or on Tenure Track.

- Tenure Track "Y" or "N"?
- Promotion or Five Year Review "Y" or "N"?

Dean's Administrative Assistant forwards each department's spreadsheet to the respective Department Secretaries

Department Secretaries contact Chair/Professor and respond to the following question on the spreadsheet provided



Faculty receives notification of administration via email. Students receive email with link to complete evaluation Week 7 (March 11th - March 17th) First quarter ends. Online administration period for first quarter during this week. Reports for quarter evaluations are dispersed at end of semester with second quarter. Week 14 - 16 (March 18th -Online course evaluation for end of term administration period beings (open for 2 weeks.) Professors receive email notification of administration opening. Students receive email invitation with link to complete evaluation along with periodic reminders Week 16 (May 13th - May 16th) Finals week. End of term administration period ends at end of week 16 Reports for Online Course Evaluations are generated and can be accessed by professors after the grades are posted from the semester.