Paper Process for Student Course Evaluations

Week 4 of semester
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

Will you administer course evaluations for the given semester "Y" or "N"?

No → If "N", no more questions

Yes

Paper (P) or Online (O)?

O → If (O), no more questions

P

Comment Sheets (Y) or (N)? → Department Secretaries Email Spreadsheets to Dean AA's who forwards to OAIE

Responses processed and course evaluation packets for quarter courses assembled by OAIE

Week 6
Paper course evaluation materials for quarter courses delivered to Dean's Offices. Departments can pick up at their convenience

Week 7
Professors to administer first quarter course evaluations and return to OAIE

Week 8
First quarter ends. Course Evaluation administration for quarter course period ends. Responses not processed until end of term.

End of term course evaluation materials assembled

Week 12)
Paper course evaluation materials for end of term delivered to Dean's Office. Departments can pick up at their convenience

Week 13
Course Evaluation administration opens for end of term.

Week 16
All course evaluation materials should be administered and returned to OAIE located at 145 Ridgeway, adjacent to Wawa.

Form B, confirmation of receipt, will be returned daily to professors.

All course evaluation materials are processed by OAIE and sent to Computing for report summaries of evaluations. Once completed these are delivered to Dean's Offices for distribution to professors. Comment Sheet packets sent via campus mail to professors before the beginning of the Fall Semester.