|  |  |
| --- | --- |
| **Timeline** | **Activity** |
| February 5, 2019 | Faculty will receive an email related to the Student Evaluation of Faculty process. This email will have an attached response form for each faculty member to complete and return. |
| February 12, 2019 | Responses are due back by 12:00 noon with reference on faculty preference and participation in the course evaluation process. Forms that are not returned to OIEPA, or are not filled out entirely will have courses that automatically default to their current classroom method of delivery (100% online = online evals; all others = paper evals) |
| February 18, 2019 | **Extended Learning AC and Q3 paper course evaluation packets** will be made ready for pick up in OIEPA by either the departmental secretaries, or department chairpersons in order for distribution to the proper faculty. |
| February 18 – May 10, 2019 | **Extended Learning AC and Q3** course evaluations *(paper & online)* can now be administered for completion. |
| April 1 – April 5, 2019 | **All full-term, AD, and Q4 *paper***course evaluation packets will be made ready for pick up in OIEPA by either the departmental secretaries, or department chairpersons for distribution to the proper faculty.  *These course evaluations can be administered/completed anytime between April 1 and May 10, 2019, as per faculty discretion*.  Completed paper Scantron forms/comment sheets must be placed in the drop boxes by the student proctors **no later than 4 pm on May 10, 2019.** |
| April 1 – May 10, 2019 | **All full-term, AD, and Q4 *online*** course evaluations are available to students. |
| May 10, 2019 | ALL online evaluation and paper evaluation systems close at 4:00 pm for the Spring 2019 semester. |
| May 16, 2019 | Grades for *Extended Learning* are due to the Registrar’s Office by 9:00 AM. |
| May 17, 2019 | Final grades for all other courses are due to the Registrar’s Office by 9:00 AM. |
| June 17, 2019 | OIEPA will deliver completed Scantrons to the Computing Center for processing. |
| June 21, 2019 | Qualitative (comment) course evaluation results/data will be made ready for pick up in OIEPA by either the departmental secretaries, or department chairpersons in order for distribution to the proper faculty. |
| July 12, 2019 | The Computing Center will provide two copies of reports for each college to OIEPA. The reports will then be delivered to the administrative assistants in the Deans’ offices. |