Timeline	Activity
September 23, 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.
September 30, 2019	Responses are **due back by 12:00 p.m.** 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 evaluations; all others = paper evaluations)
September 30 - October 3, 2019	A1 and Q1 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.
September 30 – December 13, 2019	A1 and Q1 course evaluations *(paper & online)* can now be administered for completion.
November 4 – November 8, 2019	Full-term, AB, and Q2 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 November 4 – December 13, 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 4:00 p.m. on December 13, 2019.**
November 4 – December 13, 2019	Full-term, AB, and Q2 course evaluations are available to students.
December 12, 2019	Final grades for *Extended Learning* are due to the Registrar's Office by 9:00 AM.
December 13, 2019	**ALL** online evaluation and paper evaluation systems close at 4:00 pm for the Fall 2019 semester.
December 16, 2019	OIEPA will deliver completed Scantrons for **first year faculty** to the Computing Center for processing.
December 19, 2019	Final grades for all other courses are due to the Registrar's Office by 9:00 AM.
December 20, 2019	The Computing Center will provide two copies of reports for **first year faculty** only. The reports will then be delivered to the administrative assistants in the Deans' offices. Qualitative (comment) results will be made ready for pick up in OIEPA by either the department secretaries or department chairpersons in order for distribution to the proper faculty.
January 13, 2020	OIEPA will deliver remaining completed Scantrons to the Computing Center for processing.
January 17, 2020	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.
February 3, 2020	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.