



To: Faculty Administrators, Chairs, Deans, and Associate Deans

From: Laura Woodward, Director of Testing and Assessment

Date: August 19, 2016

Re: Fall 2016 - Deadline Changes for Student Evaluation of Teaching (SET)

Deadline Update

We are continuing to offer departments the option of Priority Scanning this semester. That is, those meeting the priority deadline may have their SET forms and reports processed first. Please consider whether you prefer Priority Processing for your department and share your decision with your SET Coordinators and Faculty.

Evaluation Period

- The official evaluation window for SET this semester will end December 12, 2016. SET coordinators will begin having SET materials available around the first week of November. Faculty may begin administering SET as soon as they receive materials from their SET coordinator.
- Some departments have opted to administer SET entirely online to reduce the administrative burden for their department. If you would like that option, please be aware that sample size is lower for Online SET and contact set@wayne.edu immediately.

Priority Processing Deadline

- The due date for SET Coordinators to return SET for Priority Processing will be **Friday, December 9, 2016** at noon.
- If you choose priority processing, and then submit a few extra SET forms after that deadline, those forms will be considered **unofficial** and not be included in official departmental means or the summary report we provide you by Friday, March 10, 2017. Official SET reports for departmental decision-making that the chair uses will not include this data. However, SET individual reports will eventually be available to those faculty and they may submit these on their own to their chair.

Non-Priority Processing Deadline

- Departments with less strict turnaround responsibilities have the option of Non-priority Processing. In that case, paper SET forms will be due by **Monday, January 9, 2017**. We will begin processing these later and have them to you by Friday, April 14, 2017. With this option, faculty may administer SET up until the last day of classes.

We appreciate your help with supporting this continued option. We hope that it will help you meet your responsibilities by providing needed reports earlier. Please contact us if you have any questions at (313) 577-2777 or set@wayne.edu.

Approaching SET Deadlines

	Winter 2016	Fall 2016	Winter 2017	Time Frame
Evaluation Period End	Tuesday, April 19, 2016	Tuesday, December 6, 2016	Tuesday, April 18, 2017	BATCH ONE: PRIORITY Within suggested timeframe
Priority Processing Deadline	Friday, April 22, 2016	Friday, December 09, 2016	Friday, April 21, 2017	
Priority Report Return Date	Wednesday, June 29, 2016 at noon	Friday, March 10, 2017 at noon	Tuesday, June 27, 2017 at noon	
Non-priority Processing Deadline	Monday, May 9, 2016	Monday, January 9, 2017	Monday, May 8, 2017	BATCH TWO: Non Priority Outside timeframe
Non-priority Report Return Date	Tuesday, August 30, 2016	Friday, April 14, 2017	Wednesday, August 30, 2017	