

Progress Report:
The Effect of Priority Processing on Turn-around Time
for Evaluation of Teaching

In an effort to improve turnaround-time in evaluation of teaching processing, our office implemented a new strategy during the Fall 2015 semester. It was called [Priority Processing](#).

Improved turnaround-time was needed to allow faculty and chairs the time to review and submit their most recent materials for tenure, promotion, and merit increases in a timely way. By incorporating the priority option we have been able to reduce SET report turnaround times significantly.

Before Priority Processing was made available, our office struggled to turn things around quickly because of incomplete and late departmental submissions. Using this new system, we are able to prioritize turnaround for those departments who meet the priority deadline.

As is demonstrated in the tables below, the option of priority processing resulted in a big change in turnaround for both the priority departments, and the nonpriority departments.

Fall Reports Delivery Dates before the Change

Semester	Individual SET Reports Released
Fall 2007	March 28, 2008
Fall 2008	March 25, 2008
Fall 2009	April 7, 2010
Fall 2010	May 20, 2011
Fall 2011	April 2, 2012
Fall 2012	April 15, 2013
Fall 2013	April 3, 2014
Fall 2014	March 17, 2015

Delivery Dates after the Change

Semesters	Deadline for Departments to turn in Forms	Individual SET Reports Returned to Faculty	
		Priority	Non-Priority
Fall 2015	December 4, 2015 for a promised return by 3/1	February 1, 2016	February 15-18, 2016
Fall 2016	December 9, 2016 for a promised return by 3/10	February 13-16, 2016	April 3, 2017
Winter 2017	April 21, 2017 for a promised return by 6/27	June 8, 2017	July 20, 2017