WAYNE STATE UNIVERSITY

TO: Deans, Chairs, and Directors

FROM: Laura Woodward, Director of Testing and Assessment

Testing, Evaluation and Research Services

SUBJECT: Student Evaluation of Teaching Deadline Update

DATE: September 9, 2019

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Our updated deadlines for priority scanning are posted below. Priority Processing dates allow us to process Student Evaluation of Teaching (SET) before we begin scoring finals. Please review the deadlines and contact our office if you have any questions.

Approaching Deadlines for SET

	Fall 2019	**Winter 2020**	**Timeframe**
Suggested Period Begin	Tuesday, 11/12/19	Monday, 3/30/20	You may administer the SET at a time that works for you. Many administer SET as soon as they receive their supplies.
Evaluation Period End	Monday, 12/2/19	Monday, 4/13/20	**Batch One:** PRIORITY
Priority Processing Deadline	Wednesday, 12/4/19	Wednesday, 4/15/20	
Priority Report Return Date	Friday, 3/6/20	Friday, 6/26/20	Within suggested timeframe
Non-priority Processing Deadline	Monday,1/6/20	Monday, 5/4/20	**Batch Two**: Non-Priority
Non-priority Report Return Date	Friday, 4/10/20	Friday, 9/4/20	Outside suggested timeframe

Faculty who teach online courses but choose to administer paper evaluations may opt-out of Online SET. If they do not release or opt-out, we will automatically release evaluations to the students for them.

In addition, unless your area has a policy against it, faculty who are not teaching online may use Online SET. Many faculty choose this option because they know that if they administer during class time, their response rates will be comparable to paper-based evaluations.

Some departments are choosing to administer their classes entirely online for logistical reasons and had much quicker priority turnaround as a result.   If you would like to pursue this, we are happy to help work out the details with you.

Directions to download your reports are posted online at these links:

·   **Administrator Directions**

·   **Faculty Directions**

Please feel free to contact us with questions or concerns, at the SET Helpdesk, 313.577.2777, or email set@wayne.edu.