**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](http://testing.wayne.edu/evaluation/f2016_set_deadlines.pdf).

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 non-priority departments.

**Fall Reports Delivery Dates before the Change**

|  |  |
| --- | --- |
| Semester | Individual SET ReportsReleased |
| 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 |

**Delivery Dates after the Change (cont’d)**

|  |  |  |
| --- | --- | --- |
| Semesters | Deadline for Departments to turn in Forms | Individual SET Reports Returned to Faculty |
| Priority | Non-Priority |
| Winter 2017 | April 21, 2017 for a promised return by 6/27 | June 8, 2017 | July 20, 2017 |
| Fall 2017 | December 6, 2017 for a promised return by 3/9 | February 22, 2018 | March 30, 2018 |