|  |  |
| --- | --- |
| To: | Faculty Administrators, Chairs, Deans, and Associate Deans |
| From: | Laura Woodward, Director of Testing and Assessment |
| Date: | January 11, 2016 |
| Re: | Deadline Changes for Student Evaluation of Teaching (SET) |
|  |  |

# Changes in Deadlines

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 processed first, and reports made available earlier than usual. Please consider whether you would like 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 April 19, 2016. SET coordinators will begin having SET materials available around the first week of March. Faculty interested in administering SET before the official evaluation window may do so 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, April 22, 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 on Wednesday, June 29, 2016. 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

* For departments with less strict turnaround responsibilities, you have the option of Non-priority Processing. In that case, your paper SET forms will be due by **Monday, May 9, 2016.** We will begin processing these later and have them to you by Tuesday, August 30, 2016. In that case, you may administer these up until the last day of classes.

# Summary of Approaching 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 |
| Priority Processing Deadline | Friday, April 22, 2016 | Friday, December 09, 2016 | Friday, April 21, 2017 | suggested |
| Priority Report Return Date | Wednesday, June 29, 2016 at noon | Friday, March 10, 2017 at noon | Tuesday, June 27, 2017 at noon | timeframe |
| Non-priority Processing Deadline | Monday, May 9, 2016 | Monday, January 9, 2017 | Monday, May 8, 2017 | **BATCH TWO:**  **Non Priority**Outside |
| Non-priority Report Return Date | Tuesday, August 30, 2016 | Friday, April 14, 2017 | Wednesday, August 30, 2017 | timeframe |

I appreciate your help with this continued option. We are hoping that it will help you better meet your responsibilities by receiving your reports earlier. Please contact me if you have any questions at (313) 577-4878 or set@wayne.edu.