



# WAYNE STATE UNIVERSITY

## Student Evaluation of Teaching Proxy Form

### SECTION FOR DEAN/CHAIR

I give permission for \_\_\_\_\_ to serve as my proxy in the Student Evaluation of Teaching (SET) COGNOS reporting system. This will allow her/him to see what I see under the Student Evaluation of Teaching folder in COGNOS.

- I have discussed with this staff person the importance of confidentiality when handling sensitive personnel matters such as SET.
- I understand that I am responsible for all uses of SET taken by this staff person while s/he serves as my proxy.
- I agree to provide continuing direction to this staff person regarding the appropriate use of confidential SET reports.
- I agree to notify SET immediately if this staff person’s duties and access level should change.

Printed Name: \_\_\_\_\_ Access ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Academic Unit: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION FOR PROXY

I understand that I am being given access to the Student Evaluation of Teaching (SET) COGNOS reporting system.

- I have talked with my chair/dean about the importance of confidentiality when handling sensitive personnel matters such as SET.
- I understand that I may not share any information in the SET COGNOS reports with those who are not authorized to receive it. Specifically, I may only share information with the Chair/Dean, the specific committee authorized to receive them, or the faculty member named in the report.
- I understand that I should seek direction from my chair or dean when I have questions about confidentiality and appropriate sharing of SET reports.
- I agree to notify SET immediately if my duties and my access level should change.

Printed Name: \_\_\_\_\_ Access ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Academic Unit: \_\_\_\_\_ Date: \_\_\_\_\_