



FACULTY RESPONSIBILITIES

Follow the academic calendar when scheduling final exams and posting student grades. Paper evaluations must be administered in class on or before the last scheduled day of class and should be administered before the final exam if given before the university scheduled date. Students can complete the online evaluation until the last official scheduled day of class; after that day the evaluation is taken down.

Know the SET Coordinator in your department. Each academic department has a staff member who works with the Course Evaluation Office in the preparation of SET materials. Early in the semester inform them of any special circumstances of your courses, eg. cross-listed, team-taught, etc.

Request support from the Course Evaluation Office by emailing set@wayne.edu if you have questions or any special requests; such as combining reports for cross-listed online sections. Please include the CRN numbers of your courses in your email.

Use the information from your individual reports and comments to grow as a teacher. Comments are distributed by the department SET Coordinator during the middle of the following semester after evaluations have been collected in your class. Individual Reports are emailed to the instructor's WSU email address towards the end of the following semester.

Save your evaluations from year to year and access them online by following directions at www.set.wayne.edu.

For specialized feedback, distribute up to 10 optional items to your students. This is a great way to measure learning outcomes for your class or department painlessly.



OUR MISSION

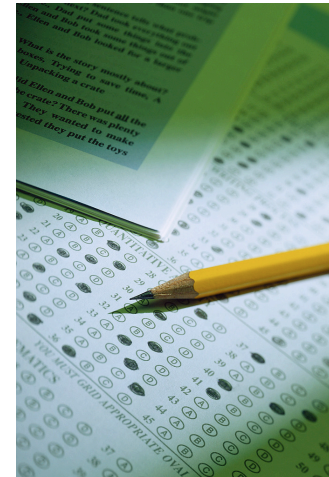
To administer Student Evaluation of Teaching (SET) with an emphasis on accuracy, consistency and confidentiality.

COURSE EVALUATION OFFICE

Wayne State University
698 Student Center Building
5221 Gullen Mall
Detroit, MI 48202
Phone: (313) 577-3400
<http://www.set.wayne.edu/>

Student Evaluation of Teaching

Course Instructor Guide



DEMONSTRATING YOUR SKILLS

Promotion, tenure, and selective salary committees all rely on information from the evaluation of teaching to make their decisions.

- SET staff will send summaries of your evaluation scores to you two semesters after the data is collected.
- Items 1, 2, and 24 from the instructor's Individual Report are used for administrative decisions.
- These questions appear on page 1 of the Individual Report.
- Instructors who wish to know details of scoring on the individual report may contact the Course Evaluation Office at 313-577-0469.
- Interpretation of results as well as scatter plots of results broken down by University, College/School, and Department are available from the Office for Teaching and Learning at (313) 577-1980.
- To view your evaluations online, follow directions at www.set.wayne.edu.



EVALUATE ONLINE OR IN CLASS?

- The Online Evaluation of Teaching was developed for online/web-based, distance (via closed-circuit television), and hybrid courses. Instructors of other courses may also opt to use this method if it meets their needs.
- Some online instructors will schedule a classroom meeting near the end of the semester and prefer to administer their SET at that meeting with the paper evaluations. If you plan to do this,
 - Make sure you give your students sufficient notice that they can adjust their schedules.
 - Early in the semester notify your Department SET Coordinator that you want to have a paper evaluation prepared for your class.
- Some instructors who teach traditional lecture classes choose to use the online SET so that SET does not interrupt their class. If you plan to do this,
 - Notify your Department SET Coordinator that you will not use the paper evaluation.
 - Follow the directions at www.set.wayne.edu/onlineeval.
 - Encourage your students to complete the evaluation. Because students are not required to complete evaluations and you are asking them to do so on their own time, expect a lower response rate.
- If you are going to use the opposite evaluation method for your class that is scheduled (i.e. online for a lecture class or paper for an online class) please be careful to inform your SET Coordinator and the Course Evaluation Office no later than four weeks before the end of classes. For your reference, www.set.wayne.edu/onlineeval lists the courses scheduled to be evaluated online and contact information for changes.

WHEN YOU EVALUATE IN CLASS:

- Pick up your SET envelope from your SET Coordinator.
- Read the directions on the SET envelope.
- Give students a minimum of 15 minutes to complete the evaluation in class. Notify them of the time in advance.
- Evaluations must be filled out in class, not during a final.
- Ask a student to administer the evaluations. Directions are on the envelope.
- Tell the student where to turn in the forms. Your SET Coordinator will give you that information.
- Leave the room while students are completing the evaluation.

WHEN YOU EVALUATE ONLINE:

Inform your Department SET Coordinator and follow up with the course evaluation office for all courses which you intend to evaluate online.

The Course Evaluation Office works with the Registrar to identify courses which are intended to be evaluated online. The list of these courses is posted online at www.set.wayne.edu/onlineeval. Some classes may be inadvertently excluded. Please visit this site to confirm inclusion of your course.

- If your course was included on the Online Course Evaluation List, and correct, you need to do nothing more.
- To edit or add a course to the list which is missing, please follow the directions at the website.
- If your course should not be evaluated, please email set@wayne.edu.

For information on SET
Please visit www.set.wayne.edu
or call (313)577-3400.