What to Expect: Timeline and Tasks

Below are the major tasks and dates associated with student evaluations of teaching. An approximate date is provided for fall or spring terms and summer terms. Other courses with variable start and end dates (e.g., Maymester courses, summer faculty led study abroad courses) are typically assigned a custom time-table, but all tasks will still be completed and dates for these will be communicated in advance.

Important Date or Task	Fall/Spring Approximate Date	Summer Approximate Date
Confirm Your Course Information (Email)	Week 11-12	Week 2
Instructor Added Custom Questions Access Opens	Week 12-14 (7 days prior to evaluation opening to students)	Week 3
Evaluations Open to Students (Selected Lab Courses)	Week 13-15 (open for 15-17 class days)	N/A
Evaluations Open to Students (All Courses)	Week 14-15 (open for 10-12 class days)	Week 4-5 (open for 7-10 class days)
Evaluations Close	The last scheduled day of classes	The last scheduled day of classes
Reports distributed to Instructors and Departments	1 week after the last scheduled exam day	1 week after the last scheduled exam day

Your Syllabus

- Consider including information about student evaluation of teaching on your syllabus. Sharing with students how you use the data and why it is important to you is a great way to increase their engagement in the process and increase response rates.
- Covering this item on the first day of class also lets them know up front how committed you are to thoughtfully considering and incorporating their feedback about the course.
- Identify 15 minutes during the evaluation period to give students time to complete the evaluations. Offering time at the beginning of class is the most reliable way to increase your response rates.

During the Term

Department staff select courses for evaluation shortly after the census date. If you have any questions about your course's inclusion, reach out to your department's course evaluation coordinator before census.

Confirm Your Course Information:

You will receive an email directly from the evaluation system **two weeks prior** to the opening of your evaluation. This will ask you to confirm that information in the system is correct, including what courses you are listed as instructor for and the total enrollment for your course.

To help us avoid the most common student access issue, please make sure that the number of invited students in the evaluation system matches the enrollment total in ConnectCarolina (minus any students marked as withdrawn) before the evaluation period begins. Any student who has never logged into ConnectCarolina will not populate to the course evaluation system. This most commonly affects special enrollment students such as those studying abroad at UNC, students from Duke, NCSU, or other

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institutions, and any others who do not register for courses themselves in ConnectCarolina. Once such students log into ConnectCarolina, they will populate to the course evaluation system the following day.

Instructor Added Custom Questions Access

One week prior to your evaluation opening, you will have the opportunity to add up to five custom questions. You will have until midnight the day before the evaluations open to students to complete and submit your questions. You can find more information on the "Question Personalization for Instructors" section of the information page for instructors on our website, and the step-by-step directions for adding questions are available here.

During the Evaluation Period

We encourage you to personally remind students to complete their student evaluations of teaching. Hearing directly from you that you appreciate and use their feedback will both increase response rates, and encourage students to give meaningful and honest feedback.

You will have access to monitor the response rates for your evaluations throughout the evaluation period. Offering class time for students to complete the evaluation typically leads to an increase in response rate. We encourage you to schedule this time at the beginning of a class period rather than at the end.

Students will have until the last scheduled day of classes for the term to complete the evaluations (exceptions are granted for certain study abroad experiences). The College sets the deadline prior to final exams so that all student evaluations of teaching are completed prior to the final exam period, and thus prior to the posting of final grades.

Students have four ways to access their evaluations.

1) The link in email invitations and reminders.
2) The "Blue Course Evaluation System" link in the "Student HomePage Links" in ConnectCarolina.
3) The "Course Evals" tab on the left side of their Sakai home page.
4) Directly logging in with their onyen and password at https://blueeval.unc.edu/Blue.

After the Evaluation Period: Reporting

Student evaluations of teaching reports will be released approximately one week after the last final exam period for the term. This date was selected to ensure that final grades are posted prior to the reports being released. If a need exists for a report to be released early, arrangements can be made for a PDF copy to be delivered provided all final grades have been posted for the course.

Individual course reports are released to individual instructors for all courses with four or more enrolled students. Individual course reports for courses with three or fewer enrolled students will be released to the chair for review. Once a chair has reviewed the report, they can release it to the instructor at their discretion. A cumulative report with data for all courses, including these low enrollment courses will be periodically released to instructors.

Department chairs may designate other faculty or staff to review reports within their department. This may include program directors, course directors, TA supervisors, and administrative staff charged with archiving reports.

For any questions relating to student evaluation of teaching in the College, email cas_evaluation@unc.edu or visit our website: https://curricula.unc.edu/course-evaluations/for-instructors/.