

Student Evaluation of Faculty (SEF) Workflow

Fall and Spring Regular Semester
Specific dates will be emailed out each semester

Week 5-8:

Department Coordinators mark classes set for evaluation

Week 9-11:

Marked classes gets imported to CoursEval and IR begins evaluation setup

Week 12:

CoursEval opens to faculty to change evaluation window

Week 13-16:

CoursEval opens to students for evaluations

Week 16:

Students with open survey(s) will get a reminder email to complete all evaluations before the closing date

After Finals:

Export of reports from CoursEval and IT auto-uploads to OnBase

2-3 weeks after Finals:

Reports available for view/print:
OnBase - Department Leads and Coordinators
CoursEval - Faculty