

Student Evaluation of Teaching Semester Timeline

Spring 2023

Deadline	Event	Regularly Scheduled Courses
Add/Drop Deadline (10th Day of the Semester)	BPIR uses the data in Student Admin at this date to determine which courses to evaluate and when. The survey timeline is based on the last scheduled day of the course .	Monday, January 30, 2023
Question Personalization	7 Days BEFORE Survey Start Date	Question Personalization Session begins. An email is sent to faculty with instructions to add three open-ended questions to their survey, if they wish to do so.
	4 Days BEFORE Survey Start Date	First Question Personalization reminder email is sent.
	1 Day BEFORE Survey Start Date	Second Question Personalization Reminder email is sent.
Surveys	Survey Start Date	Evaluations invitation emails are sent two weeks before the last scheduled day of the course , unless the course is shorter than 6 weeks, then it is sent one week before the last scheduled day of the course . Once the survey begins, faculty will no longer be able to add open-ended questions.
	4 Days AFTER Survey Start Date	First faculty reminder email is sent.
	5 Days AFTER Survey Start Date	First student reminder email is sent.
	10 Days AFTER Survey Start Date	Second faculty reminder email is sent.*
	12 Days AFTER Survey Start Date	Second student reminder email is sent.*
	Last Scheduled Day of the Course in Student Admin	Survey Ends at 11:59pm

*If the course is shorter than 6 weeks, these reminder emails will not be sent.

For questions about irregularly scheduled courses and their deadlines, please contact seteaching@uconn.edu