SEI POLICY

- I. Each trimester, students in each class shall evaluate the effectiveness of the instruction they received using a university-wide Student Evaluation of Instruction (SEI) process.
- II. The appropriate SEI forms will be distributed each trimester, in each Class, and for each instructor.
- III. Instructors may supplement university-wide SEI forms with additional questions.
- IV. SEI results will be available to the instructor only after grades have been submitted for the trimester.

SEI PROCEDURES

- Distribution, administration, and collection of the SEI's is to be the responsibility of each dean or designee. THIS DESIGNEE MUST NOT BE THE COURSE INSTRUCTOR. It is the responsibility of the dean or designee to administer any instructor prepared questions that are to be added to the SEI form.
- 2. SEI's will be administered up to four class meetings prior to the end of the block. SEI's will not be administered during d class meeting having a final examination.
- 3. To prevent scheduling conflicts, it is the instructor's responsibility to notify the dean of any inappropriate class periods for SEI administration.

SEI FACT SHEET

Please read the following information to the class:

I am here to administer a student evaluation of instruction form to be completed by each of you.

The University believes that feedback from students about the quality of teaching is necessary to maintain and improve our educational programs.

These evaluations are used in two ways. First, they provide feedback to the instructor about the quality of his/her teaching. Second, this feedback is one piece of information used by faculty committees and university administration in making decisions about retention, tenure, and other personnel matters.

The Student Evaluation of Instruction results are confidential. You are not asked to sign the evaluation sheet. In addition, the results will not be available to the instructor until after grades have been submitted for the trimester.

Your cooperation in this process is appreciated.