Teaching Evaluation of Faculty at UIC

START

Departments inform the Office for Faculty Affairs which courses/instructors should be evaluated

The Office for Faculty Affairs inputs all courses/instructors to receive an online evaluation into the Class Climate course evaluation system

The course evaluation window opens: students receive an email invitation to complete an evaluation for each course they are enrolled in

Students receive reminder emails every two days to complete the evaluations they have not yet completed

One week into the course evaluation window, faculty/instructors with response rates below 40% receive an email notification

The night before finals week begins the course evaluation window closes

Following the deadline to turn in grades, the each faculty member/instructor receives his/her course evaluation report(s) via email

Office for Faculty Affairs staff prepares the results of the first 6 course evaluation questions to be reported online

Results of the first 6 course evaluation questions with more than 10 respondents are put on the website

Members of the UIC community can view the course evaluation website

END