

Office of the Vice Provost for Faculty Affairs (MC 103)
2715 University Hall
601 South Morgan Street
Chicago, Illinois 60607

January 13, 2015

Dear Faculty:

Thank you for your continued dedication to our students through your teaching commitments this semester. In continued support of the Student Success Initiative, I wish to take this opportunity to emphasize the following reminders. If you have not already done so, please make sure the following **important dates** are included on your **course syllabi** calendars of major course events and deadlines.

- **Final Exams.** *Although the demands of some disciplines may require specific scheduling of end of term projects or final exams, in general, final examinations, if they are to be given, should only be administered during the sixteenth week of the semester (eighth week of the abbreviated term) on the day in which they are assigned to be given. They may not be given earlier. The dates and times of the exams are scheduled by the Office of Classroom Scheduling and are arranged so that a student will have no more than two exams in a day. Any student having more than two final examinations scheduled in one day is entitled to rescheduling. No formal instruction of any kind may be given during the final examination period. Faculty are expected to teach through the last week of the semester. If a final exam is being given, then faculty should not, in addition, administer major exams or assignments during the last two weeks of the term. Those who do not give final exams may well give a major exam or assignment (not final) toward the end of the semester. Others may give a unit exam for the last third or quarter and a final as well. Variance from these guidelines must meet approval from the unit /department head. For a schedule of exams and exam policies see: https://registrar.uic.edu/current_students/calendars/final_exam_schedule.html .*
- **Midterm Grades.** *To help assure that first-year students know and understand how they are doing in their various courses, it is important to give them as much feedback as you can, as early in the semester as possible. Faculty are required to report midterm grades for all 000- and 100-level courses. You may wish to provide in writing (e.g., on your syllabus) an explanation of what the student's midterm grade implies for his/her overall success in the class. Include an invitation to meet with you or a TA concerning this grade. You may wish to include the following link on your syllabus, which provides helpful tips for your students on preparing for and responding to their midterm grades http://tigger.uic.edu/depts/oag/advising/student_midterm.html . For the timing of midterm exams and processes see https://registrar.uic.edu/uic_faculty_staff/grades/midterm_grading.html .*

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- **Student Evaluations of Teaching.** *To prepare students to complete their course evaluations and increase response rates for your course, it is recommended that you schedule a date (e.g., on your syllabus) during which you will administer the course evaluations in class. For online courses, or if you do not wish to administer the evaluation in class, you may wish to write-in the dates that the electronic course evaluation system will open (e.g., midnight on the first working day two weeks before instruction ends, April 17th) and close (e.g., midnight on the last day before finals week begins, May 1st). Additionally, research suggests that frequent reminders and communication with students about your own value for course evaluations and how you will use them improves response rates. Remind students of how you have used student evaluations to improve your teaching, course content, assessment strategies, or delivery format in the past so that they know their opinions matter to you.*

If you should have any questions about these reminders, please do not hesitate to contact me. For 2015, I wish you continued success in your pursuit of teaching excellence in the classroom!

Respectfully,

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