# Instructor At-A-Glance Guide to Online SEIs (via SmartEval)

**SEI Information and Policy** - https://www.uwlax.edu/info/student-evaluation-of-instruction-sei/

**Which classes receive the online SEI via SmartEvals!?**

- All academic year SEIs are collected and should be reported for personnel review.
    - Exceptions: Independent studies and two-week courses (also not uploaded into the SmartEvals! Program).
    - It is the Department's choice to run SEIs for classes with less than five students. It is not recommended.
    - J-Term and Summer classes can be assessed as determined by instructors in consultation with their department chair/ADA. Use of intersession SEI information is determined by department by-laws.

**How/when do the students receive the surveys?**

- Students receive an email for each class in which they are enrolled with a link to the SEI measure. Students receive reminders (e.g., ~ every 72 hours for a total of 4-5 emails) if they have not completed the SEI for a full semester. If they have completed the SEI, no additional reminders are sent.
- Student's first email will be sent 14 days prior to the last day class.

**What do you have to as an instructor?**

- You will receive an email letting you know the open and close dates of the current semester's surveys. Classes less than a full semester will have different open and close dates as well as the time to complete the survey is shorter.

- Recommended to improve response rates and students' sense of comfort

    - **Provide time during class to take the survey (at the beginning of class is best).**
    - **Instructors should step outside of the classroom for ~10 minutes during the evaluation.**
    - Prior to the date you will give them time in class to complete the SEIs, remind students to bring their smartphones, tablets and/or laptops to class.
    - Students who do not have the electronic means to complete the SEI can complete at a later date at their convenience.

**PURPOSE & USE:** Student evaluations of instruction (SEIs) generally serve two purposes: 1) to help improve instruction and 2) for personnel decisions (i.e., merit, renewal, retention, tenure, post-tenure review, and promotion). For personnel review materials, SEIs are reported on Teaching Assignment Information (TAI) forms for each course and overall for each instructor along with summary data for their department.

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