Timeline\Roles	Associate Dean	Head of School/Department	Teachers (incl. *teaching Course Coordinator/Director*)	Group/Academic Service Staff	Academic Quality Office (Evaluation Coordinator & Analyst)
Week 1-2[1]	Notify Academic Heads and teachers to check and correct teacher roles in Canvas	Ensure Canvas course roles are correct NB: Contracted teaching staff must have 1) identity resignation; 2) ITS-25 form; and 3) a university email address	Ensure you have a teacher role in Canvas for all courses you teach *Move non-teaching staff to teaching assistant/support or other roles in Canvas*	Work with Course Coordinators/Teachers to check staff roles in Canvas are accurate Support staff contracted for teaching who are to be given a teacher role (and evaluated in SET) to complete identity registration, ITS-25 form, and create a university email address	Work with Planning and Information Office to ensure SMR dashboard displays accurate SET schedules
			Only staff on eligible courses + with a 'teacher' role in Canvas will be evaluated in SET		
Week 3-6	Notify Academic Heads and teachers that SET schedules are available in SMR for review	Check which courses owned by your Academic Unit are included in SET schedule	Confirm your courses are SET eligible by reviewing SMR SET schedules[2]	Support Associate Dean/HODs/Teachers to access SMR and check SET schedules	Send SET update to Associate Dean/GSM staff with key dates/deadlines for semester-based evaluations
	Work with AQO to confirm courses (incorrect PGC or taught in intensive mode) to be excluded/exempted from SET evaluations	Inform Associate Dean which courses in your academic unit, due to teaching mode/delivery time need to be excluded/exempted from SET	Ensure that SET menu items are enabled in Canvas LH menu	Support staff to enable SET-related menu links in Canvas	Work with Associate Deans to confirm courses, if any, excluded/exempted from SET evaluations
Mid-semester break	*[Sem 1 only] Work with Faculty Timetabling Coordinator to check SMR_Course Catalog and update PGCs for "current+1 year classes by 30 April*			*Faculty Timetabling Coordinator works with Associate Dean to identify and correct PGC, create a new PGC-structure if needed, for classes scheduled in the next academic year*	- Send the reminder of action points and deadline to Associate Dean and GSMs - Produce the list of courses excluded from SET to TLQC and DVC(A)
Week 7-9		Plan/organise other methods of gaining student feedback for courses ineligible for SET	Plan/organise other methods of gaining student feedback for courses ineligible for SET	Support staff to set up alternative forms of evaluation to seek student feedback for courses that *not* evaluated in SET	Facebook/digital signage for SET Test SET data and configure course and teaching evaluations in SET
Week 10	- Receive SET notification - Check courses and teachers included in SET evaluations in SET reports (Canvas)	- Receive SET notification - Check courses and teachers in evaluations in SET reports (Canvas)	- Receive SET notification about the courses you teach that will be evaluated in SET - Make an announcement in Canvas for students		Send notifications to teachers, HOD & Deans/Associate Deans with evaluation open/close dates; action points; key messages to students
Week 11-12			**Evaluations Open for Students**		
	-Monitor response rate -Work with Academic Heads and staff to promote response rate	- Monitor response rate -Work with staff to promote response rate	-Organise a BYOD session -Monitor response rate		-Send notifications to students on evaluations opening date -Send reminders to students and staff -Send Associate Dean response rate update (Week 12)
After evaluation periods	-Receive all SET reports -Provide AQO a summary of courses (excluded/exempted from SET) evaluated in Qualtrics	-Receive individual & academic unit Summary Reports -Provide Associate Dean a summary of Qualtrics-based evaluations in your unit	-Receive individual SET Reports -"Close-the-loop" feedback – give feedback on SET results to current cohort of students (through Canvas) -Produce a summary of Qualtrics survey for courses not evaluated in SET		Configure and distribute SET reports to staff by role

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[1] Standard semester timing
[2] Eligibility is determined by in-scope Primary Graded Component (PGC) and class enrolment size