

End of Semester Protocol

Required Student Assessment Inventory (SAI's)

- SAI: a system-wide measure of teaching effectiveness at ETSU and the only source of instructional evaluation mandated by ETSU policy
- Each faculty member (regardless of rank, contractual status, or tenure status) is required to undergo evaluation in two classes each semester. Classes are selected in consultation with department chairs to represent different levels and modes of instruction, when possible. The SAI consists of 21 questions.
- Students may complete SAI's through their course's D2L link

Dead Week Policy

- The following policy will apply only to undergraduate courses taught during the fall and spring semesters.
- Dead week is the last week of classes in the fall or spring semester schedule.
- No final exams permitted this week
 - Exception: laboratory final exams
- Review recommended
- Avoid
 - Unscheduled tests
 - Quizzes
 - Other unscheduled work
- http://www.etsu.edu/senate/facultyhandbook/section5.aspx#pre_finals

Final Exams

- One week after the end of classes is set aside for final examinations.
- Times differ from regular meeting times
- Do not give final exams any other time