



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the Vice-Chancellor for Academic Affairs

OFFICE OF THE DIRECTOR OF INSTRUCTION

09 September 2013

TO : **All Deans, Directors, and Heads of Academic Units**

FROM : *Portia P. Padilla*
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SUBJECT : **Online Student Evaluation of Teacher (SET) for 1st Semester AY 2013-2014**

Kindly be advised that in the current semester AY 2013-14, the Student Evaluation of Teacher (SET) Answering Module of the Computerized Registration System (CRS) will be open from **16 September 2013 to 5 October 2013**. This applies to all units except the MBA and MS Finance programs of the College of Business Administration, the MM Program of UPEPP and UPEPO, the Spring-ASIA program of the School of Urban and Regional Planning, and the College of Law.

The updating of "TBA" sections with the correct instructors should be done via the CRS Class Submission Module **not later than the opening of the SET Answering Module**. Students may accomplish the SET by logging into their CRS accounts and clicking on the "SET Answering Module." A student who fails to accomplish the SET may lose pre-enlistment privileges or be assigned a low batch run priority.

We request all units to inform their faculty members regarding the online SET, and faculty members, in turn, to **actively encourage** their students (both undergraduate and graduate) to **accomplish the SET carefully and regularly**. Aside from providing valuable feedback for the improvement of instruction and courses, SET results are also used in the renewal of appointments, recommendations for tenure, and promotions. Further, SET results may be used to

1. gain information and feedback on
 - a. faculty strengths and weaknesses,
 - b. skills to be addressed through in-service training,
 - c. student-faculty relations, and
 - d. evaluation practices;
2. monitor observance of University rules (on absences, tardiness, consultation hours, etc.); and
3. identify issues relative to
 - a. instruction,
 - b. faculty behavior, and
 - c. classroom management.

(from the SET Manual of Administration, 2000)

The Office of the Director of Instruction (ODI), under the Office of the Vice Chancellor for Academic Affairs (OVCAA), regularly conducts free University Teaching (UT) seminars and Teaching Effectiveness Courses (TEC) for all faculty (new and seasoned) who wish to update, upgrade, and enhance their teaching competencies.

Thank you very much.