




*The UNIVERSITY of OKLAHOMA.*  
*Office of the Senior Vice President and Provost*

MEMORANDUM

TO: All University of Oklahoma – Norman Campus Instructors

FROM: André-Denis Wright   
Senior Vice President and Provost

DATE: April 20, 2022

SUBJECT: Guidelines for Administering the Student Experience Survey (SES)

OU's mission is to *provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society*. As instructors, we are further charged to help prepare students for a life of success, meaning, service, and positive impact. The strategic plan also charges our campus to support professional development, innovation, and teaching excellence at all levels, while developing fair and rigorous metrics for evaluating teaching effectiveness, and reward and promote outstanding performance.

Meaningful student feedback is an important component of faculty development and evaluation aimed at helping faculty develop, grow, and amplify excellent teaching practices throughout their careers. Therefore, in spring 2022, the University of Oklahoma Norman campus (including OU-Tulsa units that report to the OU Norman Provost) transitioned to the new evidence-backed instrument, Student Experience Survey (SES), to fully replace the *eEvaluate* Student Teaching Evaluation (STE) instrument.

More information about the SES and its evidence-based development can be reviewed on the [Provost website](#).

Guidelines:

Please review the specific date that the survey window opens for each section that you teach. You can log into the SES website (<https://ses.ou.edu>) at any time during the semester to determine when the evaluation window(s) open for your course(s).

Courses that meet for **9 to 16 weeks** have survey windows that open 14 days prior to the last teaching day before finals week. For spring 2022 semester, the survey window will open at 12 am on April 25 and will remain open until 11:59 pm on May 8.

Courses that meet for **5 to 8 weeks** have survey windows that open 7 days prior to the last day the section meets. These survey windows are section-specific so please check on the SES website (<https://ses.ou.edu>) for more information.

Courses that meet for **4 weeks or less** have survey windows that open 3 days prior to the last day the section meets. These survey windows are section-specific so please check on the SES website (<https://ses.ou.edu>) for more information.

If your course does not fall into these two categories or has special circumstances, please contact the SES team ([ses@ou.edu](mailto:ses@ou.edu)) with a brief explanation on why you would like to request an alternate survey window.

cc: Aaron Biggs, Associate Provost for Academic Technology