

## ***Accessing Your Paper-based evaluation results, prior to Spring 2015***

As of Spring 2015, all John Jay College Student Evaluations of Faculty (SEOFs) are administered online. For semesters where paper-based evaluations were administered (Fall and Spring semesters prior to Spring 2015), results reporting can be requested in the following formats:

- Statistical Summaries by semester/class in pdf format: Fall 2008 through Fall 2014, with the exception of Spring 2013
  - Hard -copy Evaluations with comments: Fall 2012 –Fall 2014
- \*Please note:** Only evaluations with comments have been retained; evaluations are only required to be held by the College for four years.

If you wish to access paper evaluations results from Fall 2014 and/or prior, please send an e-mail request to [academicaffairs@jjay.cuny.edu](mailto:academicaffairs@jjay.cuny.edu) with the following information:

- **Your Full Name**
- **The semester/s you are looking for.**
- **The course/s you taught during the requested semester/s** (ex. LAW101.01).
- **Are you requesting statistical summaries only?** Please allow up to 48 hours for a SEOF Coordinator to fulfill your request.
- **Do you wish to view available paper evaluations with comments?**
  - **Full-Time Faculty:** please contact one of our SEOF Coordinators at [academicaffairs@jjay.cuny.edu](mailto:academicaffairs@jjay.cuny.edu) to request an appointment.
  - **Part-Time Faculty:** please contact Virginia Gardner, Adjunct Faculty Specialist, at [vgardner@jjay.cuny.edu](mailto:vgardner@jjay.cuny.edu) for further instruction.