

## Role and responsibilities of the Department Contact (DC)

Each Department will assign someone as their 'Department Contact.' The Department Contact will help as a liaison between their department and the Office of Institutional Research and functions with the SELFI. The DC plays a very important role towards the success of the SELFI. Responsibilities may include:

- The SELFI data comes directly from Campus Connection. The DC works with the Department Chair to verify that the correct instructor names are reported within Campus Connection. **NOTE: if a Graduate Teaching Assistant (GTA) is teaching a course and is expected to be evaluated, the GTA's name must be listed as one of the course instructors within Campus Connection. Please work with your course scheduler for this information.**
- All instructors will be 'opted into' the evaluation system (this is a global setting within the software).
- The DC has access to the Department Chair reports and can help organize and re-produce as needed.