

INSTRUCTIONS & INFORMATION

1. This authorization form must be returned through the office of the unit's academic head (Dean, Department Head or Executive Director)
2. Complete all applicable information and return by e-mail to seeqhelp@usask.ca
3. Authorization as unit head allows the individual to view response rates and view/print statistics
4. Authorization as a department administrator allows the individual the ability to create, edit and reveal evaluations, view response rates and view/print statistics
5. It is not necessary to receive authorization for instructors who will use the online system to evaluate their teaching and courses

College/School/Department					
	Name	Title	NSID	Phone	Email Address
Academic Unit Head					
Primary Department Administrator					
Secondary Department Administrator					