



## Onboarding Checklist for New Student Course Evaluation (SCE) Liaisons

### What is a Student Course Evaluation Liaison?

As an SCE Liaison, your duty is to bridge the gap between the OIEE staff and your instructors. The SCE Liaison serves as the departmental/college point of contact for faculty notification of the evaluation process and/or retrieving SCE reports when needed.

### What are My First Steps?

- [Request access to HelioCampus](#)
- [Request access to the SCE Results dashboard](#)
- Review the [Liaison 101](#) Webpage

### What are My Duties as an SCE Liaison?

#### Prior to the beginning of Fall semester:

- Review and confirm departmental items to be included on course evaluations for the next academic year

#### At the beginning of each semester:

- Verify SCE open/close dates of the partial terms<sup>1</sup> in your department ([PDF](#)) ([Video](#))
- Check Course Assignment Status ([PDF](#)) ([Video](#))
- Check Assigned Instructors/Teaching Assistants (TA's) ([PDF](#)) ([Video](#)) For courses with TA's needing evaluation, ensure that each TA is listed in the [SWASECT](#) Compass screen using the **AC\_TA-Teaching Assistant** role. For any questions, please contact [scheduling@tamu.edu](mailto:scheduling@tamu.edu).

#### During the open SCE period:

- Monitor response rates in HelioCampus ([PDF](#)) ([Video](#))

#### Throughout the academic year:

- Verify and update individuals within the department who are authorized to have access to all departmental SCE reports. This can be done via the SharePoint file linked to your department code on the [OIEE website](#).

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<sup>1</sup> Not all the departments have courses scheduled under partial terms.

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