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January 2018

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UNIVERSITY ACADEMIC AFFAIRS  
**UNIVERSITY TRANSFER OFFICE**

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**Transfer Issue Brief**

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**Dear Transfer Staff,**

Happy New Year! This month, we are introducing a new **Test Credit Process Manual**, and our new **Transfer Event Calendar**. We are creating **process manuals** to cover a number of topics, and will continue to alert you as we publish them. The **Transfer Event Calendar** is a resource for staff and students to share and learn about transfer-related events happening across IU. If you know of an event on your campus that is not yet listed in the calendar, please share it with us. You can access these new resources on our website at [transfer.iu.edu](https://transfer.iu.edu) or directly via the links in the sidebar.

**TES Evaluation Tracker – Workflow for Faculty**

UTO recently shared with campuses the need for better tracking for faculty course evaluation, to increase efficiency. Campuses are encouraged to begin immediate use of the TES Evaluation Tracker/workflow. In the meantime, we ask for campuses to send a list of all faculty involved in course evaluations (name, email, phone, school, rank) to [kfmuehlh@iu.edu](mailto:kfmuehlh@iu.edu). This list is **due Friday, January 26**. In addition, we are currently in negotiations for a continued TES contract. If your budget office requires itemization, please allocate 5-10K as a hold for payment of your campus subscription, until we complete negotiations.

The goal of this UTO issue brief is to strengthen lines of communication and support for staff serving transfer students across IU. We look forward to continuing conversation, collaboration, and impact for students.

Sincerely,

**The University Transfer Office**

Indiana University  
535 W Michigan St  
Indianapolis, IN 46202



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**New from UTO**

- [Test Credit Process Manual](#)
- [Transfer Event Calendar](#)
- [TES Evaluation Tracker](#)

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**Questions?**

If you have questions about this issue brief, if you believe you received it in error, or if you know someone else who should also receive it, please reach out to UTO.

Email: [uto@iu.edu](mailto:uto@iu.edu)

Phone: 317-274-8374

Website: [transfer.iu.edu](https://transfer.iu.edu)