

2 November 4, 1983

3 **POLICIES REGARDING STUDENT EVALUATION**

4 This policy statement, recommended by the Academic Senate at its meeting of December 6,
5 1979, and approved by the President on January 2, 1980, and modified in conformance with
6 the Unit 3 Memorandum of Understanding in August 1983, is as follows:

7 **POLICIES REGARDING STUDENT EVALUATION**

8 Purpose:

9 Student evaluations serve two purposes: (1) as a source of information for faculty
10 members, for improvement of teaching; and (2) as one source of information on teaching
11 effectiveness for RTP purposes.

12 In considering teaching effectiveness for RTP purposes, the various evaluating agencies
13 shall place the primary emphasis upon peer evaluation of teaching. The summarized results
14 of student evaluation of instruction shall "be used as one element in assessing the quality of
15 instruction, but not as the sole indicator of such quality."

16 Scope and Frequency:

17 Every faculty member shall have at least two classes of reasonable size, representative of
18 the faculty member's teaching assignment (lecture/discussion classes, laboratories, clinics,
19 field work, and other activities), evaluated every semester. As many different courses and
20 modes of instruction should be evaluated as will provide a fair sample of the faculty
21 member's usual teaching assignments. Departments may require the evaluation of
22 additional classes as they deem necessary, except that this policy must be uniformly applied
23 among all the faculty of the department.

24 Access:

25 The summarized results of statistical student evaluations of instruction shall be given to the
26 instructor and the department chair and shall be placed in the official faculty personnel files
27 maintained in the Office of the Associate Vice President for Academic Affairs--Academic
28 Personnel.

29 Access to student evaluation data shall be limited to the faculty member evaluated, persons
30 authorized by the faculty member/ and appropriate personnel committees. In addition to
31 the latter, school deans and directors may have access to these data when required by
32 official University business.

33 Administration:

34 Student evaluations must be administered by non-faculty persons during the instructor's
35 absence from class, and during the last three weeks of instruction in each semester.

36 In order to maintain confidentiality, the appropriate department staff member shall sort,
37 package, and transport the evaluation materials in accord with instructions from the Test
38 Office without showing the evaluation materials to anyone else or otherwise revealing any of
39 the contents of these materials.

40 Each member of the faculty should allow evaluation, as specified by the University policy,
41 under conditions which allow students freely and thoughtfully to evaluate the instructor's
42 teaching effectiveness. Faculty members shall neither be present during the administration
43 of questionnaires nor handle or see them until after the computer summarization is received
44 from the Testing Office, except that page three (the written responses) may be given to the
45 instructor after final grade sheets for the semester have been submitted. The original
46 answer sheets shall be returned to the instructor, along with the printouts.

47 Questionnaire:

48 A three-page evaluation form shall be used for student evaluations. The first page is to
49 present the university-wide questions administered for all faculty, the second page
50 (optional) is to present questions devised by individual departments to meet their particular
51 needs, and the third page (optional) is to present opportunity for written responses and
52 comments.

53 The ICES question bank shall be used as the source of the questions for the first and second
54 pages. The attached form will be used as the first page.
55 The three separate page of the questionnaires will be handled respectively in the following
56 ways:

57 1. All data from the university-wide questionnaires, the first page, shall be forwarded to the
58 individual faculty member concerned, the department chair, and to the Office of the
59 Associate Vice President for Academic Affairs--Academic Personnel for placement in the
60 individual's official personnel file.

61 2. The second page--served for departmental questions--is optional. The Department RTP
62 Committee may, at its option, forward to the School RTP Committee the results of the
63 departmental questions. However, if a Department RTP Committee forwards these results
64 for one candidate, it must do so for all candidates for that year. This will ensure that the
65 same basis for judgment is used for all candidates from that department at all levels of
66 review.

67 3. The third page--written statement for the instructor's use only-is optional. If used, the
68 results would be retained by the instructor, since presumably this part of the evaluation is
69 for the instructor's benefit. A faculty member may, of course, submit the third page to
70 his/her Department) RTP Committee with the request that the results be placed in his/her
71 file.

Effective: Fall Semester, 1980