



FACULTY AFFAIRS COMMITTEE

17-18 FAC 9
April 18, 2018
Senate amended 5/29/18

TO: The Academic Senate

FROM: Faculty Affairs Committee

SUBJECT: 17-18 FAC 9: Suggested revisions to the Student Evaluation of Teaching (SET) policy

PURPOSE: To make consistent our student evaluation policy with our student course evaluation instrument and to clarify the goals of these evaluations.

ACTION REQUESTED: That the Academic Senate approve the suggested changes to the SET policy: effective Fall 2018 upon signature of the President

Background information:

On April 15, 2015, FAC received suggested changes to the Student Evaluation of Teaching policy from the Student Evaluation of Learning subcommittee of FAC. The policy was further revised by FAC in 16-17 & 17-18. Significant changes in the document include policy alterations regarding evaluation of all courses as required by the CBA. All deletions are noted in **bold strikethrough**; additions are noted in **bold red text**.

1. We updated the policy to reflect the new CBA that requires almost all courses to be evaluated (with a note about exceptions).
2. We noted the change to electronic evaluation forms, but explained that faculty can request some evaluations to be done on paper, but must be requested at the beginning of the semester to allow enough time for preparation and distribution of the paperwork.
3. Faculty are now required to use the evaluation instrument created by FAC (previously it was 'encouraged').
4. We also added language that student evaluations are only one measurement of teaching effectiveness.
5. We deleted language referring to forms and offices that no longer exist.
6. We specified that the evaluation instrument must be equally suitable for online or in-class use.
7. We note that faculty are encouraged to create and administer their own formative evaluations.
8. To increase the opportunity for students to complete the survey, and thus to increase response rate to more closely approach a complete sample, we have extended the time allowed for completion to two weeks.

9. We specified the statistical measurements will be provided in the summary of student evaluations provided to faculty members. This includes the number and percentage responding, average and standard deviations for each question for the class and the department.
10. We specified that the Office of Academic Affairs will place copies of all student evaluations in each faculty member's Personnel Action File (PAF).
11. We specified who may use the course evaluations in retention, tenure and promotion.
12. We specified that faculty may submit to their PAF responses to evaluations, and results of other formative evaluations.
13. We specified that anonymous data and statistics may be used to improve the student evaluation process, and to improve courses and programs.
14. We specified how evaluation data will be shared with the faculty member, be kept secure, and when data can be destroyed after separation.
15. We specified that Academic Affairs may keep statistical summaries of evaluations for as long as necessary (but used only as specified by policy).

The revised policy was approved April 18 by FAC.



A Policy Providing for Student Evaluations of Learning Experience

History:

Revised 96-97 FAC 6; Senate approved 1/20/98; President approved 8/20/98

Revised 08-09 FAC 4

Revised 14-15 FAC 14

Revised 17-18 FAC 9

1. ~~Basis for the Policy~~ **Origins and Purpose**

This policy is intended to meet the requirements specified in a report adopted by the Board of Trustees on September 27, 1978, directing all CSU campuses to develop programs for student evaluation of teaching for all faculty ~~in at least two courses each academic year, such programs to be in effect by the 1979-80 academic year.~~ **The policy is in compliance with the CBA Section 15.15. Departmental policies may require additional evaluation approaches and methods.**

The purpose of student evaluations of teaching at CSUEB is to establish one summative¹ measure of teaching effectiveness and the learning environment. Other summative measures may include peer classroom observations and peer review of course materials presented in a teaching portfolio (representative student work, assignment descriptions, syllabi).

Faculty and administrators are encouraged to bear in mind that student evaluations are imperfect measures of teaching quality, and should be used with awareness of their strengths and weaknesses. For example, studies have found that student evaluations are not always based on teaching quality (refer to literature review concerning student evaluations from the SET subcommittee "[Concerning the Utility of Student Evaluations](#)").

At the start of each academic year, the Provost and Vice President of Academic Affairs shall notify all faculty of the existence of this policy. Departments shall notify all faculty in writing, within the first 14 days of the Fall semester, or within 14 days of appointment, of the evaluation procedures to be used in their area (CBA 15.2). The Office of Academic Affairs shall be responsible for the electronic distribution and regulation of access to student evaluations of teaching (as described in detail below).

2. ~~Evaluation Policy~~ **Frequency, Forms, and Content**

2.1 All faculty offering courses at CSU~~HEB during an academic year~~ shall have students

¹ See <http://www.cmu.edu/teaching/assessment/howto/basics/formative-summative.html> for a good differentiation between summative and formative assessment)

evaluate their teaching in ~~at least two courses~~ **all courses each year²** by means of ~~impartially administered evaluation forms~~. This requirement includes **all faculty unit employees** temporary and part-time faculty as well as.

~~2.2 Departments are encouraged to take advantage of the Assessment and Testing Services by using the core questions and form developed and approved by FAC. In addition, each department or program may develop evaluation questions to include on this form. Alternatively, departments or programs may submit their own proposals to the Committee on Faculty Affairs for the committee's approval. In its consideration of such forms the Committee shall:~~

~~2.2.1 determine, in consultation with representatives of departments or programs if necessary, if the form or forms are appropriate to the discipline and to the courses within the discipline which will be evaluated;~~

~~2.2.2 insure that appropriate space is provided for written student commentary on significant aspects of an instructor's teaching; and~~

~~2.2.3 insure that some portion of the students' evaluation of instruction can be readily summarized.~~

~~2.3 Approved forms shall be distributed and collected under the general supervision of department or program chairs. These evaluations shall be given to the instructor and the department or program chairs after grades have been assigned to students in the classes:~~

~~a. Scantron's "Class Climate", which is available as an online evaluation tool as well as a hard copy document, be approved for student evaluation of courses for three years, ending at the close of the 2012-2013 academic year. The FAC recommends that FAC re-evaluate the effectiveness of Scantron's "Class Climate" for student evaluations in Spring 2013.~~

~~b. FAC recommends that the policy of voluntary use of the Scantron's "Class Climate" online evaluation tool by traditional courses, as noted in 07-08 BEC 14, be continued.~~

~~2.4 The summarized results of these evaluations shall be placed in faculty personnel files. These summaries must be accompanied by documentation specifying the class, date, number of students in the class and the number of respondents. Summaries shall be prepared by or under the supervision of department or programs chairs. The instructor may also offer his or her own summary or interpretation of results.~~

~~*If a faculty member teaches only one course, then that course shall be evaluated.~~

~~2.5 These evaluations shall be used:~~

~~2.5.1 by department or program chairs as one element in assessing the quality of instruction provided by temporary or part-time faculty;~~

² A few courses are exceptions to this, e.g. independent study, internships, or those courses in which the faculty member of record is not the direct supervisor and/or does not play an instructional role, such as student teaching. [See 14-15 FAC 3 revised](#) for which course are exempt, and procedure for how to request exemptions.

~~2.5.2 by appropriate committees and administrators as one element in assessing quality of instruction during consideration of candidates for retention, tenure, promotion, and merit salary adjustments; and~~

~~2.5.3 by department or program chairs, when appropriate, in reviewing their teaching performances with professors, including full professors at step 5.~~

- 2.2 Students evaluations shall be conducted by means of impartially-administered online evaluation forms with the following exception:**
- a. A faculty member may request that up to two student evaluations per year be administered in paper format.**
 - b. Requests must be received by the Office of Academic Affairs in the first two weeks of the term.**
 - c. If administered on paper, the approved forms shall be distributed and collected under the general supervision of department or program chairs.**

2.3 All forms used for official student evaluations shall be designed by the Faculty Affairs Committee and submitted for approval to the Academic Senate and the President.

2.3.1 The form shall be equally suitable for in-classroom and online courses.

2.3.2 Each department may, in consultation with their faculty and the Academic Affairs Office, add up to three additional questions. These questions do not need FAC review.

2.3.3 All completed student evaluations (including those on paper) shall be accompanied by the course number, the academic term of the evaluation, and the number of students enrolled in the class.

2.4 Faculty are encouraged to design their own formative evaluations for receiving student feedback during the term. These are not governed by this policy. The Office of Faculty Development may serve as a resource for the development of these.

3. Implementation

3.1 The University shall conduct electronic students evaluations for all in-class and online courses, except when paper evaluations are given as per Section 2.2.a.

3.2 Every effort shall be made to ensure that electronic student evaluations meet accessibility standards.

3.3 To maximize availability to students, student evaluations shall ordinarily be conducted during the last two weeks of classes, or the last week of instruction of a five-week or shorter session. Student evaluations should be completed before the date of the final exam. For courses lasting less than one week, the evaluation will be done on the last day of the course.

3.4 If a faculty elects to conduct paper evaluations, arrangements must be made for the department to receive the evaluations in a secure location, and a designee must administer, collect, and deliver evaluations.

3.5 The faculty being evaluated must not be present while students complete the evaluation, and must not handle the evaluations.

3.5 The department must ensure that these paper evaluations be entered into the faculty member's Personnel Action File.

4. Dissemination and use

4.1 All evaluation results shall be given to the department or program chairs and faculty after the grades are due (maximum 30 days after end of finals week/end of term).

4.2 The Office of Academic Affairs shall provide the complete student evaluation, including statistical summaries (including number and percentage of students responding, average and standard deviation of ratings from each question for the class, and for the department, to the Department and/or directly to faculty.

4.3 The Office of Academic Affairs shall place the student evaluations received in each faculty member's Personnel Action File (PAF) in accordance with 4.2 above.

4.4 At any time, faculty may request access to the anonymized raw data from any of their own course evaluations.

4.5. Should faculty or departments wish to request anonymized data from other faculty or departments, requests shall be made to the dean of the college that generated the data, and the dean shall consult with the chair of the department from which the data are requested. The dean of the college will decide in consultation with the department.

4.6 At any time, faculty may submit responses relevant to any student evaluation to their PAF.

4.7 At any time, faculty may submit results from formative surveys regarding teaching to their PAF. See 2.4 above.

4.8 Student Evaluations shall be used only by:

4.8.1 the faculty member being evaluated;

4.8.2 department chairs and lecturer evaluation committees as one element in assessing the quality of instruction provided by temporary or part-time faculty;

4.8.3 appropriate committees and academic administrators as one element in assessing the quality of instruction during consideration of candidates for retention, tenure, and/or promotion;

4.8.4 department chairs and peer review committees as one element in reviewing the quality of instruction during consideration of faculty members' post-tenure evaluations;

4.9 Intentional and careful use of course and department data by faculty is encouraged for the identification of areas of improvement in courses and programs.

4.10 Aggregated, anonymous statistical data from student evaluations may be used by the Student Evaluation of Teaching subcommittee to analyze response data, validate the instrument's questions, and recommend improvements to the Student Evaluation of Learning instrument. Results of aggregated statistical data shall exclude faculty members' names or other identifying characteristics of a particular class or instructor.

5. Protocol for Storage, Copying, and Disposal of Student Evaluations

5.1 Student evaluations shall be stored in the following manner:

5.1.1 Existing paper evaluations and accompanying materials, such as instructor comments, shall be stored at the department or college level at the discretion of the College Councils.

5.1.2 Electronic student evaluations shall be stored in a secure, password-protected server with access controlled by the Office of Academic Affairs.

5.1.3 Student evaluations shall be stored in faculty PAF's at the Office of Academic Affairs.

5.2 According to the CSU Records, Retention and Disposition Schedules, all student evaluations for each faculty member are to be retained by Academic Affairs until "[five] years after separation from CSU."

~~Out-of-date student evaluations shall be disposed of in the following manner:~~

~~5.4.1 After the end of each academic year, departments or colleges shall return paper evaluations older than five years to the faculty member; the Office of Academic Affairs shall destroy all evaluations older than five years in PAF's; and the Office of Academic Programs shall purge evaluations older than five years from the secure server.~~

~~5.4.2 Academic Programs shall provide faculty members with one-term advanced notice before purges are to occur, with access to relevant evaluations.~~

5.2.1 The University may maintain statistical summaries at the Office of Academic Affairs as long as necessary for university-wide use, under conditions provided in Section 4.9 and 4.10 above.

Approved student evaluation form “STUDENT EVALUATION OF LEARNING EXPERIENCE” attached

~~(question # 6 was revised on 08-09 FAC 4) and 5/7/98 letter from Sheila Cowen (Assessment & Testing) and Jodi Servatius (Faculty Development) to Department Chairs.~~