

ACADEMIC SENATE POLICY RECOMMENDATION

#S78-7

The Academic Senate at its meeting of April 17, 1978 passed the following resolution. Mr. J. Mori presented the resolution on behalf of the Instruction & Research Committee.

STUDENT EVALUATION REVIEW BOARD

MEMBERSHIP AND TERMS:

The Board shall consist of five members of the faculty trained in measurement and/or survey techniques. One of the five members shall be the Director, Testing and Evaluation.

APPOINTMENT PROCEDURE:

The Board is an Operating Committee of the Academic Senate.

Charge:

1. To design in consultation with the appropriate disciplines a minimum number of three tier evaluation instruments to be used by all departments and schools of the University. These instruments shall encompass at least four formats: lecture, laboratory, supervised field work, and seminar.
2. To empirically test the rating instruments before final adoption. Such a procedure will permit analysis of the content of the instruments as well as check on their reliability. Testing of the instruments should be accomplished using a sample of instructors from all ranks and all departments and who are teaching the full range of course formats. All instruments will be subject to periodic evaluation.
3. To construct appropriate norm groups and to norm the rating instruments.
4. To develop and make available to members of the university community information and guidelines for the effective interpretation of the rating instruments.
5. To assist the academic units in the development of guidelines for the participation of present and former students in the evaluation of faculty.
6. To review proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

PROCEDURES FOR REVIEW OF FACULTY BY STUDENTS

1. A minimum number of evaluation instruments shall be used throughout the University. The instruments, designed by the Student Evaluation Review Board in consultation with the appropriate discipline, shall encompass at least four formats: lecture, laboratory, supervised field work and seminar. Variances to these formats will be considered by the Student Evaluation Review Board in consultation with the University Instruction and Research Committee.
2. The evaluation instruments to be used shall be in three tiers: common overall items on general teaching methods that are University-wide; items appropriate to School level concerns; and items appropriate to the discipline.
3. Appropriate University, school, and academic units norms shall be developed by the Student Evaluation Review Board.
4. Upon completion of the above, classroom student evaluations shall be obtained for all members of the University faculty at least once each year in the semester(s) selected by the faculty member. At least one section of each assigned course shall be included.
5. The Faculty member being reviewed shall not participate in the gathering of student evaluation data. Persons responsible for the data gathering process shall attest to the maintenance of adequate controls assuring the integrity of the process. The attestation shall form a part of the student evaluations.
6. All persons, especially those members of Personnel Committees at all levels, shall be cognizant of the Student Evaluation Review Board's Guidelines for the appropriate interpretation of the student statistical data. The Student Evaluation Review Board shall make available, in one or more forms the methods and conceptual bases required for effective assessment of the data.
7. Students in residence, both present and former, may provide oral and/or written testimony directly to the unit personnel committee for faculty members subject to review within the provisions of the University R/T/P policy.
8. Academic units shall encourage former students not in residence to participate in the review of faculty numbers who are subject to the University R/T/P policy. When feasible, the unit personnel committee should solicit their comments in a manner that provides validity and effective interpretation.
9. Copies of the student statistical data shall be sent to the faculty member and the academic unit chairperson. When deemed appropriate by the faculty member or by the unit chairperson, the results of the evaluation of these data shall be discussed with the faculty member by the unit chairperson in a constructive manner, providing guidance for continual professional development. The review data shall be included in the faculty member's academic unit personnel file.

10. The faculty member may write a response to the review data to be included in the academic unit personnel file prior to the use of that file for personnel decisions.

ACTION BY UNIVERSITY PRESIDENT:

*Approval, subject to
budgetary limitations.*

John H. Grunzel
5-17-78

Copies to:

*AVP
EVP
All Deans
Department Chairs*

RECEIVED
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President
San Jose State University