

F83-2 STUDENT EVALUATION OF TEACHING EFFECTIVENESS: WRITTEN (OPEN-ENDED) RESPONSES MANDATED

Legislative History:

Document dated October 10, 1983.

At its meeting of September 26, 1983, the Academic Senate approved the following policy recommendation presented by Robert Wrede for the Professional Standards Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved and accepted as University Policy. Effective immediately." Signed: Gail Fullerton, October 10, 1983.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS :

WRITTEN RESPONSES TO FACULTY MEMBERS

F 83-2

WHEREAS, Written responses may provide considerable additional information not provided on a non-written summative questionnaire; and

WHEREAS, Written responses are often of considerable value for both the improvement of instruction and the retention, tenure, and promotion process; therefore, be it

RESOLVED, That the process of student evaluation of teachers shall be extended to include unsigned written responses from students. A separate, form prepared by the department shall be made available in conjunction with the usual questionnaire. These forms may include questions devised by the department and must allow space for free student comment. The written forms shall be collected and taken to the department office in the same manner as the machine processed questionnaires.

That for each set of class evaluations the faculty member, after reviewing the responses in the presence of the chair or the chair's designee, shall:

- (1) Retain all responses for his/her personal use in improving instruction; or
- (2) Authorize the department chair and the appropriate committee to include all the responses collected in his/her performance review or periodic evaluation of the faculty member; and/or
- (3) Authorize the department chair and/or appropriate committee to review all responses collected for the purpose of improving the faculty member's teaching effectiveness.

In no case will the written forms be made available to the faculty member before semester grades have been submitted. If the forms are to be used for performance reviews or periodic evaluations, a complete original set must be placed in the faculty member's personnel file and sent forward as a part of the review material.