

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S14-1, University Policy, Amendment to F12-6 “Evaluation of Effectiveness in Teaching for All Faculty”  
Excluding courses of small size from teaching evaluations**

**Legislative History:**

At its meeting of March 10, 2014, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. This amendment to university policy F12-6 allows classes with small enrollments of less than 5 students to be excluded from administering SOTES, and classes of 5 to 9 students to choose whether SOTES are administered.

**Action by University President:**

**Approved and signed by  
President Mohammad Qayoumi on  
April 7, 2014**

**University Policy:  
Amendment to F12-6 “Evaluation of Effectiveness in Teaching for All Faculty”  
Excluding courses of small size from teaching evaluations**

*Rationale: F12-6 requires that “Other than those classes excluded in E3 (above), SOTES shall be administered in all classes and the results placed in the faculty personnel file.” SERB, in consultation with the Professional Standards Committee, has concluded that administration of student evaluations in very small courses has the potential to compromise the anonymity of the student evaluator(s). Thus, this amendment is proposed to correct this problem by excluding small classes from participation in online SOTES/SOLATEs.*

Resolved: That F12-6 be amended as follows, effective as soon as administratively possible and no later than Fall 2014.

E. Student Opinion of Teaching Effectiveness Surveys (SOTES); both Qualitative and Quantitative

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4. E.4. Other than those classes excluded in E3 (above), SOTES shall be administered in all classes with enrollments of 5 or more students. In courses with enrollments of 5-9 students, faculty may choose that SOTES not be administered in the course. Results of SOTE evaluations will be placed in the faculty personnel file. Under some circumstances faculty may exclude the results of an occasional course from their periodic evaluations. Faculty may choose to exclude the survey results from one course per Academic Year from their periodic evaluation, provided that they teach at least fifteen units of courses during that Academic Year. Faculty who are credited with teaching double sized courses will be credited with teaching twice the normal number of units.

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Approved:	February 3, 2014
Vote:	8-0-0
Present:	Green, Maldonado-Colon, Brown, Peter, Bros-Seemann, Kauppila, Gottheil, Cara
Absent:	Kallis, Du
Financial Impact:	Slight savings as fewer classes will be evaluated.
Workload Impact:	Minimal programming to implement change.