

DEPARTMENT OF JUSTICE STUDIES
TEACHING EVALUATION POLICIES
(Effective Fall 2013)

In compliance with Academic Senate policy F12-6 *Evaluation in Effectiveness in Teaching for All Faculty* (as amended by S13-5), the Department of Justice Studies adopts the following Direct Observations Guidelines, effective Fall 2013.

A. SOTEs (Student Evaluations of Teaching Effectiveness)

1. All undergraduate and graduate courses offered by the Department of Justice Studies will be subjected to SOTEs, with the exception of those excluded by SERB (Student Evaluation Review Board) or IEA (Office of Institutional Effectiveness & Analytics).
2. Although all courses will be evaluated, Faculty may choose to exclude results from one course per Academic Year, if they teach at least 15 units that year.
3. Both quantitative and qualitative evaluations are required, and both will be included in PAF (Personnel Action File)
4. Qualitative comments may be reported in ways to minimize the use of space, but will not be edited for content.
5. All SOTEs will be administered and completed in electronic form only.

B. DIRECT OBSERVATIONS (Peer Evaluations of Teaching Effectiveness)

1. Direct Observations must be conducted making use of the "JUSTICE STUDIES PEER EVALUATION FORM" attached to this document. All signatures on the form must be original.
2. Probationary faculty must have at least one Direct Observation per year.
3. Candidates for promotion to full professor must undergo at least two Direct Observations (of different courses) during the period under review.
4. Temporary faculty must have at least one Direct Observation during their first semester in the Justice Studies Department. After the first semester, temporary faculty must have at least one Direct Observation per appointment [i.e., 1 year appointment or 3 year appointment].
5. Faculty will be given a 5 days notice before the observation takes place.
6. The Direct Observation report is due to the Department Chair and the interested faculty within 15 days after the observation takes place.
7. The interested faculty has 5 days after receipt of the Direct Observation report to respond in writing.