

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

**S78-7, University Policy, Student Evaluation Review Board  
(SERB)**

**Amended by: University policies F78-2 (Amendment A), S79-6 (Amendment B), F80-7 (Amendment C), F82-2 (Amendment D), F87-2 (Amendment E), S87-9 (Amendment F), F87-6 (Amendment G), SM-S94-1 (Amendment H), SM-S99-4 (Amendment I), F10-2 (Amendment J), S19-2 (Amendment K), (Amendment L) to University Policy S78-7 and (Amendment M) to University Policy S78-7**

**Legislative History:**

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 and Research Committee.

This policy was originally approved in 1978, throughout the years that followed multiple amendments were made and have been incorporated into the policy below. Amendment L was approved and signed by President Mary A. Papazian on May 4, 2020 and is incorporated into the policy as well. Amendment L updates the membership of SERB.

On September 21, 2020, President Mary A. Papazian approved Amendment M to S78-7 which updates the charge of SERB. Amendment M is incorporated into the policy below.

**STUDENT EVALUATION REVIEW BOARD**

**MEMBERSHIP:**

Director, Center for Faculty Development or designee [EXO]  
Director of Institutional Research or designee [EXO]  
1 Faculty, College of Business  
1 Faculty, College of Education  
1 Faculty, College of Engineering  
1 Member, General Unit  
1 Faculty, College of Health and Human Sciences

- 1 Faculty, College of Humanities & Arts
- 1 Faculty, College of Science
- 1 Faculty, College of Social Science
- 1 Student

To the extent possible, the Committee on Committees shall recruit faculty who are familiar with assessment, survey research and/or statistical analysis. **(As modified by Amendment L).**

#### **APPOINTMENT PROCEDURE:**

The board is an operating committee of the Academic Senate and reports to the Professional Standards Committee.

#### **CHARGE: (updated by Amendment M to S78-7 and incorporated below)**

In consultation with the appropriate disciplines, designs evaluation instruments to be used by all departments and colleges, *counselors*, and *librarians*. In collaboration with Institutional Research, establishes norm groups and norm ranges. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Develops guidelines for the participation of students in the evaluation of faculty. Reviews 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 three formats: lecture, laboratory, and seminar. Variances to these formats will be considered by the Student Evaluation Review Board in consultation with the Instruction and Student Affairs Committee and the Professional Standards 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 unit 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 (during the thirteenth week of instruction or during the next to the last week of instruction) in the semester(s) selected by the faculty member. At least one section in each of two assigned courses 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 RTP.
8. Academic units shall encourage former students not in residence to participate in the review of faculty members who are subject to the University RTP 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 the file for personnel decisions.