

**San José State University**

SAN JOSE, CALIFORNIA 95192

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Academic Senate

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S79-9

ACADEMIC SENATE POLICY RECOMMENDATION

The Academic Senate at its meeting of March 26, 1979 passed the following policy recommendation as presented by Dr. D. McNeil, Chair, Professional Standards Committee.

GUIDELINES FOR EVALUATION OF INSTRUCTION BY DEPARTMENTS

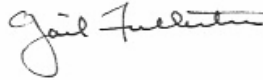
In evaluating instruction, departments should consider a number of factors, including the following:

- A. Relation of course objectives to the purposes of the particular courses taught and of the curriculum.
- B. Course implementation and content in relation to "A" above, including green sheet materials and texts used; method, rigor, and level of instruction; tests; and papers.
- C. The instructor's knowledge of the subject, attitudes toward teaching and students, preparation, and grading practices. (Some departments may wish to review at least one set of graded papers or examinations.)
- D. Circumstances such as the nature of particular courses, whether required, experimental, a revision of an older course, a new course or new preparation, a course outside the instructor's primary area of specialization, a team-taught course, or a course involving close coordination of labs and lectures. Other relevant considerations might be whether a course is taken to fulfill major or General Education requirements.
- E. Student evaluation of teaching.
- F. Class visits, which, to be meaningful, should be made in the context of factors "A" through "D" above.
  - 1. For probationary candidates, class visits shall be made in at least one course per semester. Over the entire probationary period, visits should be made in the range of courses taught.
  - 2. For candidates being reviewed for promotion, class visits shall be made in at least one course per year. By the time of review, visits should have been made in a representative sampling of courses.

3. For tenured faculty, an appropriate departmental committee of equal or higher rank at its discretion, may require class visits when problems of instruction come to its attention. The committee or its evaluators may make appropriate recommendations for the improvement of instruction (e.g. referral to the Instructional Resource Center).
4. For teaching faculty continuing in temporary appointments, class visits normally shall be made in at least one course in the first semester of appointment, and at least every third semester thereafter. If this is not feasible, visits should be made as often as is practicable.

ACTION BY UNIVERSITY PRESIDENT:

APPROVED: 3 APRIL 1979



Copies to: Academic Vice President  
Executive Vice President