

S87-9

At its meeting of April 20, 1987, the Academic Senate approved the following Policy Recommendation presented by Roger Haight for the Instruction and Research Committee.

STUDENT EVALUATION REVIEW BOARD

Amendment to S78-7.

WHEREAS The Student Evaluation Review Policy (S78-7, as amended) states that "student evaluations shall be obtained . . . at least once each year in the semester(s) selected by the faculty member," and

WHEREAS The policy statement is silent regarding the week of the semester during which the evaluations should be administered, and

WHEREAS The use of the results of these evaluations in the Retention/Tenure/Promotion process would be facilitated if the questionnaire could be administered and processed earlier than the last week in the selected semester; now, therefore, be it

RESOLVED That the Student Opinion of Teaching Effectiveness forms be administered during the thirteenth (13th) week of instruction or during the next to the last week of instruction, and be it further

RESOLVED That this amendment apply to all semesters commencing with the Fall, 1987, semester.

ACTION BY THE UNIVERSITY PRESIDENT:

ACCEPTED AND APPROVED AS UNIVERSITY POLICY. EFFECTIVE FALL, 1987

Gail Fullerton

S78-7 (Includes amendments
F78-2, S79-6, F80-7, F87-2, S87-9)
F82-2

STUDENT EVALUATION REVIEW BOARD

MEMBERSHIP AND TERMS:

The Board shall consist of five members of the faculty trained in measurement and/or survey techniques. One of the five members shall be the Director, Testing and Evaluation. There will be one student on the Board.

APPOINTMENT PROCEDURE:

The Board is an Operating Committee of the Academic Senate and reports to the Instruction and Research Committee.

Charge:

1. To design in consultation with the appropriate disciplines a minimum number of three tier evaluation instruments to be used by all departments and schools of the university. These instruments shall encompass at least three formats: lecture, laboratory, and seminar.
2. To empirically test the rating instruments before final adoption. Such a procedure will permit analysis of the content of the instruments as well as check on their reliability. Testing of the instruments should be accomplished using a sample of instructors from all ranks and all departments and who are teaching the full range of course formats. All instruments will be subject to periodic evaluation.
3. To construct appropriate norm groups and to norm the rating instruments.
4. To develop and make available to members of the university community information and guidelines for the effective interpretation of the rating instruments.
5. To assist the academic units in the development of guidelines for the participation of present and former students in the evaluation of faculty.
6. To review proposals for matters concerned with rating instruments, norm groupings 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 university Instruction and Research 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 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. *next to abc*
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 Policy.
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.