



**San José State**  
UNIVERSITY

*A campus of The California State University*

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**F04-1**

At its meeting of October 25, 2004, the Academic Senate passed the following Policy Recommendation presented by Senator Bros for the Professional Standards Committee.

### **POLICY RESOLUTION**

#### **Student Opinion Teaching Evaluation (SOTE) and Student Opinion Laboratory Teaching Evaluation (SOLATE) Interpretation Guides**

- WHEREAS, The rescission of S89-4 (Guidelines for the Interpretation of Student Evaluations) and S98-4 (Revision of SOTE and SOLATE Interpretation Guide) by S03-3 (procedures to be followed when administering SOTEs) leaves no current policy regarding the use and distribution of guides for the interpretation of SOTE and SOLATE, produced by the Student Evaluation Review Board (SERB), and
- WHEREAS, the charge of SERB includes writing and distribution of SOTE and SOLATE interpretation guides;
- WHEREAS, the language of an interpretation guide is not policy but primarily factual information, therefore be it
- RESOLVED, that the following be adopted as the policy for the Maintenance and Distribution of interpretation guides for the Student Opinion Teaching Evaluation (SOTE) and the Student Opinion Laboratory Teaching Evaluation (SOLATE).

#### **Maintenance and Distribution of Interpretation Guides for the Student Opinion Teaching Evaluation (SOTE) and Student Opinion Laboratory Teaching Evaluation (SOLATE)**

The Student Evaluation Review Board (SERB) shall have the responsibility to maintain and update the interpretation guides for the SOTE and SOLATE instruments as needed.

All individuals involved in the evaluation of faculty are to read the guide and to use it when they interpret the SOTE or SOLATE scores of a faculty member under evaluation.

SERB shall also be responsible for providing the Office of Faculty Affairs with the most current SOTE and SOLATE interpretation guides. The guides shall be posted on a website that is linked to the SJSU home page (e.g. on the Faculty Affairs' web page). Each year, the Office of Faculty Affairs will be responsible for disseminating the interpretation guides for the SOTE and SOLATE instruments to the faculty, Chairs, Deans, Provost, and university Retention and Tenure Committees. Deans and Chairs will be responsible for disseminating the interpretation guides to the appropriate Retention and Tenure Committees.

**ACTION BY UNIVERSITY PRESIDENT: APPROVED BY Interim President Don Kassing  
on October 29, 2004**