



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF THE ACADEMIC SENATE

December 13, 2019

FROM: Jessica Zacher Pandya Chair, Academic Senate *Jessica Z Pandya*

SUBJECT: Interpretation of PS 17-05, Student Evaluation of Teaching

In regards to Section 4.0, Access, the Academic Senate Executive Committee unanimously approved authorizing department staff limited access to the summarized results of closed-ended items for the sole purpose of preparing evaluation forms and RTP documents. Additional access requires authorization by the faculty member. We believe that this works within the framework of the policy (4.0, paragraph 2), in the sense that faculty authorize department staff access to their summarized results in order to make grids for their evaluation files.

Relevant Policy Section

4.0 Access

The summarized results of closed-ended items and the complete verbatim responses to open-ended questions shall be given to the instructor and the department chair. The department chair shall review the open-ended questions for the primary purpose of formative evaluation. The department chair may discuss areas of concern with the instructor. The department chair may also notify the dean of concerns when the department chair determines it is appropriate to do so. When notified, the dean shall investigate the concerns and take action if necessary.

Access to the summarized results of closed-ended items shall be limited to the faculty member evaluated, and all persons authorized by the faculty member, appropriate personnel committees, and department chair. College deans and directors may have access to these data when required by official University business. The summarized results of closed-ended items shall be placed in the faculty personnel files maintained in the Office of the Associate Vice President for Faculty Affairs.