

Process for Student Course Evaluations of Teaching Faculty Instructional Effectiveness

- 15.15 Written or electronic student course evaluations of faculty instructional effectiveness, also called “student opinion survey” and “student perception of teaching effectiveness” on some campuses, shall be required for all faculty unit employees who teach. All classes taught by each faculty unit employee shall have such student course evaluations unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendations of appropriate faculty committee(s). In cases where student course evaluations are not required for all classes, classes chosen for evaluation shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and their department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Results of course evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.
- 15.16 Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee.
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- a. Student course evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section. The format of student course evaluations shall be quantitative (e.g., “Scantron” form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments).
 - b. Any student communications or evaluations provided outside of the regular evaluation process must be identified by name to be included in a Personnel or Working Personnel Action File.
 - c. Faculty unit employees may submit written rebuttals to student course evaluations pursuant to Provision 11.2 when it is believed that additional information is needed or in the case of student bias. Evaluators must review such written rebuttals when reviewing underlying student course evaluations.

15.18 Student evaluation programs for librarian faculty unit employees, counselor faculty unit employees, and coaching faculty unit employees may be developed at the campus level. If such programs are established, the evaluation process shall be developed by a committee comprised of faculty unit employees and appropriate administrators.

15.19 [Intentionally left blank to preserve later provision references in this Article.]

Periodic Evaluation

15.20 A periodic evaluation of a faculty unit employee shall normally be required for the following purposes:

- a. Evaluation of temporary faculty unit employees (see 15.23 – 15.30).
- b. Evaluation of probationary faculty unit employees who are not subject to a Performance Review (see 15.31 – 15.34).
- c. Evaluation of tenured faculty unit employees who are not subject to a Performance Review for promotion (see 15.35 – 15.37).
- d. Evaluation of temporary faculty unit employees for three-year appointments pursuant to provisions 12.12 and 12.13.

15.21 Periodic evaluation procedures shall be approved by the President after consideration of recommendations from the appropriate faculty committee(s). Such procedures shall, for tenure-track faculty unit employees who teach, include, but not be limited to, student evaluations of teaching performance, peer reviews and administrative reviews. Department chairs may make separate recommendations as a part of the periodic evaluation process. If such a separate recommendation is to be made, the chair shall not participate as a member of the department peer committee.

15.22 The result of each stage of the periodic evaluation process shall be a written statement. Such statement with written rationale shall be placed in the Personnel Action File of the faculty unit employee in accordance with Article 11, Personnel Files.