SAN JOSÉ STATE UNIVERSITY
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Amendment D to University Policy F12-6, Evaluation in Effectiveness in Teaching for all Faculty

Amends: F12-6

Legislative History:

At its meeting of December 5, 2022, the Academic Senate approved the following policy amendment presented by Senator French for the Professional Standards Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

> **Signed and Approved by Interim President Steve Perez, San José State University On December 9, 2022.**

Policy Recommendation
Amendment D to University Policy F12-6
Evaluation in Effectiveness in Teaching for all Faculty

Legislative History: This proposal would amend the policy on evaluation in effectiveness in teaching for all faculty.

Rationale: The CSU/CFA Collective Bargaining Agreement that went into effect on February 3, 2022 includes a provision allowing faculty to submit written rebuttals to student course evaluations, but it is not clear how well-known this provision is. It is important that this right be communicated in policy.

In addition, while F12-6 currently provides for the exclusion of SOTEs completed by students who earn a grade of "WU," SOTEs completed by students who formally withdraw from a class, as well as students who audited a class, are still included. However, students who withdrew from a class may not have attended enough of the class to be able to provide accurate feedback. Finally, the SOTE/SOLATE instruments ask questions about grading fairness and other aspects of a class that do not apply to students who audit courses, again impacting the accuracy of the provided feedback.

Resolved   That sections E.4, E.5, and E.9 of F12-6 (Evaluation in Effectiveness in Teaching for all Faculty) be modified as follows:

4.   Other than those classes excluded in E3 (above), SOTES shall be administered in all classes with enrollments of 5 or more students. In courses with enrollments of 5-9 students, faculty may choose that SOTES not be administered in the course. Results of SOTE evaluations will be placed in the faculty personnel file. Faculty may submit a written rebuttal to be included in the faculty personnel file with a class's SOTES when they believe that additional information is needed or that there are student biases (as per the Collective Bargaining Agreement, Article 15). Rebuttals shall be sent to the Faculty Services office within 10 academic year duty days following the release of official SOTES. Faculty may choose to exclude the survey results from one course per year from their periodic evaluations, provided that they teach at least fifteen WTUs (equivalent of five typical three unit courses in either regular and/or special sessions) evaluated via the SOTE instrument during that year. (Issues in interpreting the 15 WTU requirement shall be resolved by the Provost or designee.) For this purpose, the "year" shall correspond to the review cycle of the faculty member; i.e., for tenured/tenure-track faculty beginning in Fall; for lecturer faculty beginning in Spring. When the periodic review covers multiple years, only one course in any year may be excluded, and the remaining SOTES shall be representative of the teaching assignment. In consultation with the Professional Standards Committee, Faculty Services will develop a process for exclusion and rebuttal of SOTEs and issue guidelines and a calendar describing that process.

5.   When SOTES are included in a periodic evaluation, both the quantitative scores and the associated qualitative comments will be included (as will any rebuttal). When SOTES are excluded from a periodic evaluation, both the quantitative scores and the associated qualitative comments will be excluded (as will any rebuttal).

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9.   Surveys from students earning the grades "W, WU, and AU" are to be excluded from results.

Approved: November 21, 2022
Vote: 7-0-0
Present: French, Gómez, Kazemifar, Monday, Rapanot, Smith, Wang
Absent: Barrera

Financial Impact: None
Workload Impact: Some additional work to implement CBA 15.7 (c) on the part of UP/FS