

GUIDELINES FOR STUDENT EVALUATION OF FACULTY

This Administrative Bulletin is being promulgated as the result of a recommendation of the Academic Senate to update and revise University guidelines for the student evaluation of faculty. During the ongoing discussions and deliberations of the Academic Senate, continuing concerns were expressed regarding a need to strengthen the student evaluation process for probationary faculty. While approving the Academic Senate resolution, it was also noted in the approval memo that I have asked the Vice President for Academic Affairs to work with each school to assure that their individual RPT policy and procedure documents reflect an appropriate commitment to student evaluation of faculty.

This Administrative Bulletin supercedes Administrative Bulletin 74-1.

APPROVED: _____ DATE: _____
Warren J. Baker, President

NOTE: This Administrative Bulletin should be filed in the Appendix of the Campus Administrative Manual and appropriate entries made in the CAM index and Administrative Bulletins list.

GUIDELINES FOR STUDENT EVALUATION OF FACULTY

1. Student evaluations will be conducted in accordance with the Memorandum of Understanding (MOU) between The California State University (CSU) and the Unit 3-Faculty.
2. The primary purpose of this student evaluation program is to assist in improving the quality and effectiveness of the instructional program at Cal Poly.
3. The results of this student evaluation program will be used for both the improvement of instruction and in partial substantiation of recommendations in appointment, retention, tenure and promotion decisions. They will also be considered during the periodic evaluation process.
4. All faculty members who teach shall participate in this student evaluation program for a minimum of two classes per year, preferably two different courses:

Whenever possible, evaluation results of faculty members should be compared with those of other faculty members of their own rank and tenure status.

5. The student evaluation form and additional procedures used by any school/department shall be in accordance with these guidelines and shall be endorsed by the school/department faculty, department head/chair, and approved by the dean. Deans shall send a copy of approved forms and procedures, or revisions thereof, to the Vice President for Academic Affairs. Student opinion regarding the form and additional procedures of any department shall be considered prior to the dean's approval through consultation with the student council of the school.
6. The following procedures shall be used in the administration of student evaluations:
 - a. each department is responsible for providing its faculty with copies of these guidelines and other procedures covering student evaluation of faculty in order to ensure that proper procedures are followed,
 - b. 10-20 minutes of class time will be provided by the faculty member for the student evaluation process in each class in which s/he is being evaluated. During this time, the faculty member shall be absent from the classroom,

- c. only students officially enrolled in the class will be permitted to participate.
- 7. Subsequent to the issuance of the grades for the quarter in which a faculty member has been evaluated using this process, the results (as defined in school/department procedures) of this program shall be made available to the faculty member, his/her department head/chair, and the custodian of the faculty member's personnel action file. The results shall be included in the faculty member's personnel action file.
- 8. If written comments from student evaluation forms are included in the personnel file, they may be either in summary form or by inclusion of all the written comments. If a summary is used, it must be approved by the faculty member being evaluated.

APPROVED: _____ DATE: _____
Warren J. Baker, President