
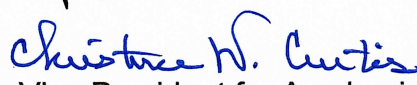




Memorandum

To: R. Michael Banish
President, Faculty Senate

From: Robert A. Altenkirch 
President

Christine W. Curtis 
Provost and Executive Vice President for Academic Affairs

Subject: Faculty Senate Resolution 17/18-09 Student Evaluation of Teaching

Date: August 31, 2018

Faculty Senate Resolution 17/18-09 outlines three actions concerning student teaching evaluations (SIEs). They are:

1. Starting during Fall 2018, all student evaluations will be offered in class, during the last two weeks of classes for 15-week classes, or about three-fourths of the course length for non-15-week courses, and during regular class hours, with the instructor absent.
2. All Colleges and all departments within Colleges design their particular and specific evaluation forms taking into account the diverse nature of classes and specific subjects taught by the respective departments and colleges. These evaluation forms should be carefully worded to avoid biasing student response, must include questions appropriate to the field of study and the pedagogical methods used and serve as a tool to improve teaching effectiveness.
3. No teaching reviews of tenure-track, clinical-track, or adjunct faculty should be done solely taking into account student evaluations. In every teaching review faculty committees, department chairs and college deans must include comments on the faculty teaching portfolio for the class, including but not exclusive, class syllabus content, copies of slides, Power-Point files and other visual aids used by faculty, nature and number of homework assigned, grade distribution and/or a direct assessment of the professor's teaching style done by a senior faculty.

We accept these action items of Resolution FS 17/18-09. The resolution does not state the process by which these three action items will be implemented. In order for the resolution to be implemented, responsibility for its implementation needs to be distributed among the appropriate parties.

Because the issuance of the SIEs is the responsibility of the Office of Academic Affairs through the Office of Institutional Research and Assessment (OIRA), the OIRA will implement item one.

Item #2 is a Departmental and College led effort. Therefore, it is our presumption that the Faculty Senators from the Departments and Colleges will lead the effort to ensure that each Department or College either already has designed or will design its own SIE questions and evaluation forms within the format of our SIE software and working in concert with the Assistant Director of Assessment in OIRA.

Item #3 requires the inclusion of factors other than SIEs in the review of the faculty teaching. Because both faculty review committees and Chairs and Deans are involved in this item, its implementation suggests a dual approach where Faculty Senators are responsible for ensuring the implementation of other types of review at the faculty review level, and the Office of Academic Affairs is responsible for working with the Deans and Chairs to implement additional reviews of teaching during their reviews.

The implementation of these action items in Resolution FS17/18-09 by all parties will begin Fall 2018.

C: Dean Marsha Adams, College of Nursing
Dean David Berkowitz, College of Graduate School
Dean Sundar Christopher, College of Science
Dean Karen Clanton, Professional and Continued Studies
Dean Jason Greene, College of Business
Dean Sean Lane, College of Arts, Humanities and Social Sciences
Dean Shankar Mahalingam, College of Engineering
Dean Beth Quick, College of Education
Dean William Wilkerson, Honors College