

ATTACHMENT 1

Policy on Teaching Effectiveness for the Department of _____

Teaching is central to the mission of the university and, therefore, its effectiveness must be assessed. The dual purpose of the assessment of teaching effectiveness is to provide the instructor with specific information to enhance instruction and to provide information for the use in personnel actions. The primary responsibility for assessing all aspects of teaching effectiveness rests with the faculty.

This policy establishes the framework for the assessment of teaching effectiveness for the Department of _____, and includes procedures for the two major components of the assessment: (a) peer evaluation and (b) student ratings of instruction.

I. Confidentiality

Information obtained from peer evaluations and student ratings questionnaires shall be confidential. Possession or use of this information shall be restricted to:

- A. The instructor, who may at his/her discretion, make such information available to others;
- B. Those charged with conducting evaluations or administering policy;
- C. Those with access to the Open Personnel File.

II. Frequency of Implementation

A. Reports of Peer Evaluators

1. The department shall conduct peer evaluations for:
 - a) Temporary faculty: the first time a course is taught by the instructor and, thereafter, _____ [at least one]¹ course(s) every other year of employment regardless of a break in service;
 - b) Probationary faculty: _____ [at least one]¹ class every semester;
 - c) Tenured faculty (Associate Professors): _____ [at least one]¹ class each academic year on a rotating basis such that during a five year period the maximum number of different courses is evaluated.
 - d) Tenured faculty (Full Professors): _____ [at least one]¹ class every other year on a rotating basis such that during a five year period the maximum number of different courses is evaluated.

¹ APM 322 III.A.1

2. Additional peer evaluations may be requested by the instructor or required by the Dean or Provost.

B. Student Ratings of Instruction

1. The department shall conduct student ratings of instruction for:
 - a) Full-time and part-time temporary faculty: _____ [at least two]² classes per academic year. However, each course shall be evaluated the first two times it is taught by an individual.
 - b) Probationary faculty: _____ [at least two]² classes every year;
 - c) Tenured faculty: _____ [at least two]² classes each academic year on a rotating basis such that during a five year period the maximum number of different courses is evaluated.
2. Additional student ratings may be requested or required by the Dean or Provost.

III. Administration of Peer Evaluations

A. Conducting Peer Evaluations of Course-Related Materials

1. Peer evaluations shall be performed by tenured faculty who hold a rank equal to or higher than the faculty member under evaluation. Probationary faculty may perform peer evaluations of lecturers. Peer evaluations shall be conducted by a panel of at least two (2) faculty members selected in accordance with department policy. Except in the case of full-time professors, at least 1/3 of the committee shall hold a higher rank than the faculty being evaluated.
2. Each peer evaluator shall review materials submitted by the faculty member under evaluation. The materials to be reviewed shall be specified on the university-wide peer evaluation form, unless the department has developed and received approval to use its own form that specifies the materials to be reviewed.
3. Sometime mid-semester, the peer evaluators will evaluate course materials for each course being evaluated.
 - a. Peer evaluators will write an initial evaluation of course to date at mid semester.
4. After the semester is complete, and the peer evaluators have the full materials (final grade distribution, grade of materials), the peer evaluators will complete the draft of the evaluation.
5. The faculty member and each peer evaluator shall meet to discuss the evaluation and should meet before the next semester begins so the faculty can modify as needed.

² Brackets indicate the minimum required by CBA 15.15

B. Peer Evaluation Reports of Teaching Effectiveness

1. The peer evaluators shall prepare the University Evaluation of Instruction form (or approved departmental form) (shown as Attachment 1 of APM 322).
2. A copy of the final evaluation will be placed in the Open Personnel File.

IV. Administration of Questionnaires for Student Ratings of Instruction

A. Administration of Questionnaires

1. Rating questionnaires shall be administered immediately upon commencement of the class session and before the instructor has entered the classroom. The instructor being evaluated may not be present in the classroom during administration of the rating questionnaire.
2. Rating questionnaires shall be administered by those individuals identified by the college/school Dean.
3. Oral or written instructions shall be provided to the students before the questionnaires are started. Contents of the instructions are stipulated in APM322.
4. The individual administering the rating questionnaires shall not interview students before, during or after the class session.
5. The administration of the rating questionnaires shall occur during the second half of the semester.

B. Evaluation of Student Ratings Data

1. Quantitative Results
 - a) The quantitative results of the student ratings prepared by the producer of the students ratings instrument (or department output) and shall be known as the Summary Report. The Summary Report shall include an overall score for evaluative purposes, and a diagnostic portion for faculty development purposes.
 - b) Each Summary Report shall include a diagnostic section that suggests actions that may be taken to improve or enhance teaching skills, as needed. The quantitative portion of the questionnaire shall be assessed in the Summary Report with comparisons to Department Standards, and when possible, accounting for external factors beyond the control of the instructor.
 - c) The department establishes _____ (number or range) as the minimum overall score (range) from a Summary Report for all faculty members.

- d) After grades are turned in, the instructor should receive a copy of the Summary Report.
- e) After grades are turned in, a copy of the quantitative portion of the Summary Report shall be placed in the Open Personnel File. The diagnostic portion and open-ended comments shall be given to the faculty member, with a copy to the department chair.

2. Open-Ended Comments

- a) Open-ended comments shall be used by the faculty member for developmental purposes, and shall not normally be placed in the Open Personnel File in any form, whether as raw comments or written summary. Student Comments and the Summary Report shall be provided to the department chair.
- b) The chair shall review the Summary Report and student comments, and may thereafter counsel the instructor as needed. If any of the student comments includes allegations relating to illegal discrimination or harassment, copies of the comments shall be immediately transmitted to the Dean.