




CALIFORNIA  
STATE  
UNIVERSITY,  
FRESNO

MEMORANDUM

DATE: August 30, 2011

TO: All Probationary Faculty  
All Department Chairs  
All Chairs of Department Personnel Committees

FROM: Ted A. Wendt, AVP Academic Personnel 

SUBJECT: Instructions for New Probationary Plans and Requests for Probationary Changes; New Deadline for Submissions

Because the campus will be developing new departmental policies addressing changes to APM 322 (Policy on Assessment of Teaching Effectiveness), we are going to extend the deadline for faculty submission of their new Probationary Plans or proposed changes to their existing Plans.

Two major changes to APM 322 will have a direct and immediate impact on Probationary Plans. First, departments will be developing new statistical standards for the data being elicited from the new *student evaluation instrument* (called IDEA).

Second, departments will be adapting their *peer evaluation instruments* to conform to changes in APM 322, or they may be adopting a new peer evaluation form provided by the Provost's Office.

Both of these changes in departmental policy must be reflected in Probationary Plans.

**For incumbent faculty with existing Probationary Plans:**

You will need to request removal of all existing language directly related to student and peer evaluations of teaching, and replace it with language reflecting the new standards being adopted by your department. This *could* be accomplished by the inclusion of the following statements:

- For Student Course Evaluations: "The department will conduct [number] of student evaluations of [faculty name], and it is expected that the overall scores from these instruments will be at or above the department standard of [number]."
- For Peer Evaluations: "The department will conduct [number] of peer evaluations of [faculty name], and it is expected that [name] will receive consistently positive evaluations from peers, defined as [description of department standard]."

However, in consultation with their mentors and department chairs, incumbent faculty may wish to consider other alternatives to the language suggested above.

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PLEASE NOTE CAREFULLY: Proposed changes to existing Probationary Plans will not receive final approval until May, 2012, and thus will not take effect for RTP review purposes until the AY12-13 personnel cycle. AY11-12 RTP reviews will be based on the language currently contained in the existing Probationary Plan.

**For new faculty submitting their first Probationary Plan:**

You will need to develop language (with the assistance of your mentor and department chair) addressing teaching effectiveness which reflects your department's new policies and standards related to peer and student evaluations. Your Plan will be reviewed throughout AY11-12, and will be approved by the Provost in May, 2012. The first use of this Plan will take place during your initial probationary review in AY12-13.

Because these tasks may require extra time, and must reflect departmental changes, the deadline for submission of individual Probationary Plans or proposed changes to Probationary Plans to Department Personnel Committees is now **Friday, October 21, 2011.**

If you have any questions about these matters, please do not hesitate to contact me immediately.

CC: William Covino, Provost  
Michael Caldwell, Senate Chair