

**A POLICY PROVIDING FOR  
STUDENT EVALUATION OF TEACHING**

1. Basis for the Policy

This policy is intended to meet the requirements specified in a resolution adopted by the Board of Trustees on September 27, 1978, directing all CSUC campuses to develop programs for student evaluation of teaching for all faculty in at least two courses each academic year, such programs to be in effect by the 1979-80 academic year.

2. Evaluation Policy

2.1 All faculty offering courses at CSUH during an academic year shall have students evaluate their teaching in at least two courses\* by means of impartially administered evaluation forms. This requirement includes temporary and part-time faculty as well as tenure track faculty at all ranks. Evaluations shall ordinarily be conducted during the last week of classes.

2.2 Departments are encouraged to take advantage of the Assessment and Testing Services by using the core questions and form developed and approved by FAC. In addition, each department or program may develop evaluation questions to include on this form. Alternatively, departments or programs may submit their own proposals to the Committee on Faculty Affairs for the committee=s approval. In its consideration of such forms the Committee shall:

2.2.1 determine, in consultation with representatives of departments or programs if necessary, if the form or forms are appropriate to the discipline and to the courses within the discipline which will be evaluated;

2.2.2 insure that appropriate space is provided for written student commentary on significant aspects of an instructor=s teaching; and

2.2.3 insure that some portion of the students= evaluation of instruction can be readily summarized.

2.3 Approved forms shall be distributed and collected under the general supervision of department or program chairs. These evaluations shall be given to the instructor and the department or program chairs after grades have been assigned to students in the classes.

a. Scantron’s “Class Climate”, which is available as an online evaluation tool as well as a hard copy document, be approved for student evaluation of courses for three years, ending at the close of the 2012-2013 academic year. The FAC recommends that FAC re-evaluate the effectiveness of Scantron’s “Class Climate” for student evaluations in Spring 2013.

b. FAC recommends that the policy of voluntary use of the Scantron’s “Class Climate” online evaluation tool by traditional courses, as noted in 07-08 BEC 14, be continued.

2.4 The summarized results of these evaluations shall be placed in faculty personnel files.

These summaries must be accompanied by documentation specifying the class, date, number of students in the class and the number of respondents. Summaries shall be prepared by or under the supervision of department or programs chairs. The instructor may also offer his or her own summary or interpretation of results.

\*If a faculty member teaches only one course, then that course shall be evaluated.

2.5 These evaluations shall be used:

2.5.1 by department or program chairs as one element in assessing the quality of instruction provided by temporary or part-time faculty;

2.5.2 by appropriate committees and administrators as one element in assessing quality of instruction during consideration of candidates for retention, tenure, promotion, and merit salary adjustments; and

2.5.3 by department or program chairs, when appropriate, in reviewing their teaching performances with professors, including full professors at step 5.

Approved by the Academic Senate 1/20/98  
(96-97 FAC 6)

Approved by the President 8/20/98

Revised 08-09 FAC 4

See also the Approved Evaluation Form (question # 6 was revised on 08-09 FAC 4)) and 5/7/98 letter from Sheila Cowen (Assessment & Testing) and Jodi Servatius (Faculty Development) to Department Chairs.