

Know Your Contract

Student Evaluations

first published in *FA News* April 2008; **updated January 2012**

It's surprising how often student evaluations are mishandled for tenured (*Article 6*), probationary (*Article 6A*), and part-time (*Article 7*) faculty.

One problem is the improper use of unofficial instruments. There is only one valid contractual instrument for student evaluation, the appropriate *Appendix J2* Student Evaluation form (for classroom, counseling, library, or child development faculty), which is comprised of an objective Part A and a narrative Part B. FA has been made aware of "program" evaluation forms that include questions about the instructors; such questions are in violation of the *Agreement* so cannot be used.

The most common errors by managers and faculty involve the Part B narrative remarks made by students. For tenured and part-time faculty, managers may not, without explicit permission from the faculty, read the Part B narratives. For probationary faculty, however, the manager and Tenure Review Committee members do read the Part B remarks as part of the evaluative process. But neither managers nor tenure committee members may include or cite Part B remarks in their J1 Administrative/Peer evaluations or in tenure phase reports: student comments are anonymous, hearsay evidence so inadmissible. *Articles 6.3.3* and *6A.2.3.2* expressly prohibit Part B narratives from becoming part of a faculty member's personnel file.

Faculty contribute to student evaluations misuse by not keeping them confidential. Evaluated faculty report finding an open, unsealed copy of their J2 in their mailbox, available for anyone to see. FA has received complaints that faculty, after collecting a J2, give both the Part A scantrons and Part B narratives to the dean or division assistant for scoring or copying. *Articles 6.3* and *6A.12* clearly states the person who collects the J2s must do the tabulation. For probationary faculty, the Part B narrative responses are given first to the Tenure Review Chair so that the committee can read the comments before the next meeting; then the Part B is given to the candidate after grades have been turned in. For tenured or part-time faculty, the Part B narratives are given to them after grades are turned in.

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How Student Evaluations Are Done

first published in *FA News* Dec 7, 2009, **updated January 2012**

Every quarter, FA gets questions on how student evaluations, *Appendix J2*, are supposed to be done. In general, the main complaint heard time and time again is that evaluation materials are "shared" inappropriately; faculty have reported that documents are left out near copy machines, are put unsealed in mailboxes for anyone to see, or are given to someone not involved in the process to score and tabulate. A less frequent complaint FA hears is that *J2* scores are "arbitrarily" and "capriciously" judged; for example, a certain number of "disagree" scores translate to a bad evaluation. FA wants to emphasize both that *J2* evaluation materials must be kept confidential and that no benchmarks exist for judging student scores. Below is a printable checklist that may be useful in answering questions for both the faculty member being evaluated and the faculty member or designee conducting the evaluation. The checklist details the three options for fulltime and part-time faculty with only option 2 applicable for probationary faculty (the "designee" a member of the Tenure Review Committee).

Student Evaluation Process/Checklist for Tenured and Part-Time Faculty

The *Appendix J2* Student Evaluation form can be distributed to students by the full-time tenured faculty member being evaluated or by a designee (faculty or staff member). But only a designee can collect and tabulate the forms. If no appropriate personnel are available to collect and tabulate the completed forms, a student may volunteer to collect the forms (*Article 6.3.2*). Note: A designee shall not perform both the student (*J2*) and the administrative (*J1*) evaluations on the same faculty member.

OPTION 1: Faculty member distributes *Appendix J2* forms; designee collects/tabulates forms.

- Faculty member distributes the evaluation forms to students and leaves the room.
- Designee arrives to collect the forms.
- Designee tabulates Part A scantrons on Tally Sheet Part A (or by hand) and fills out/signs *J3*.
- Designee attaches signed *J3* to Tally Sheet (if used) and forwards to the Dean/administrator.
- Dean/administrator gives copy of *J3* to faculty and forwards original to personnel file.
- Designee keeps or gives division assistant sealed original student scantrons and *J2* forms Part B.
- Faculty member receives original scantrons and *J2* forms after final grades have been turned in.

OPTION 2: Designee distributes, collects, and tabulates *Appendix J2* forms.

- Designee distributes and collects the evaluation forms.
- Designee tabulates Part A scantrons on the Tally Sheet Part A (or by hand) and fills out/signs *J3*.
- Designee attaches signed *J3* to Tally Sheet (if used) and forwards to the Dean/administrator.
- Dean/administrator gives copy of *J3* to faculty member, forwards original to personnel file.
- Designee keeps or gives division assistant sealed original student scantrons and *J2* forms Part B
- Faculty member receives original scantrons and *J2* forms after final grades have been turned in.

OPTION 3: Faculty distributes *J2*; student collects and seals forms in two separate envelopes.

- Faculty member distributes the evaluation forms to students and leaves the room.
- Student collects the evaluation forms
- Student seals Part A and Part B in two different envelopes.
- Faculty picks up/delivers sealed envelopes to division office (or designated drop-off box).
- Dean/administrator tabulates Part A scantrons on Tally Sheet Part A (or by hand) and fills out and signs *J3*.
- Dean/administrator attaches signed *J3* to Tally Sheet (if used) and reviews responses.
- Dean/administrator gives copy of *J3* to faculty member and forwards original to personnel file.
- Dean/administrator leaves sealed, original *J2* forms in Division Office.
- Faculty member receives original scantrons and *J2* forms after final grades have been turned in.

Important Notes on *Article 6*:

- Student evaluations to the extent practicable based upon the nature of the faculty employee's assignment shall be performed at least once every three academic years for regular and contract faculty and in accordance with the provisions of *Article 7* for part-time faculty (6.3).
- The appropriate evaluation form contained in *Appendix J2* of the *Agreement* shall be used without exception (6.3).
- A student evaluation of a different class or section may be performed in addition to the one mandated by section 6.2 through mutual agreement between the faculty employee and the Dean or appropriate administrator (6.3.3).
- The faculty employee shall have the right to meet with the Division Dean or appropriate administrator to discuss the results of the student evaluation (6.3.4).
- At the discretion of the faculty employee, Part B responses may be shared with an administrator, but in no case shall such material become a part of the faculty employee's personnel file (6.3.4).

Questions about student evaluations should be directed to the FA Office (650.949.7544) or to the campus conciliators.