

PENN STATE



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DATE: January 13, 2005
TO: Blannie Bowen
FROM: David H. Monk *DM*
RE: College of Education Statement Regarding the Evaluation of Instruction

Please be advised that at its November 18, 2004 meeting, the College of Education Faculty Council endorsed the University Faculty Senate's recommendation regarding the evaluation of courses. The relevant language from the minutes of the Council meeting reads as follows: "The Council voted to endorse the Senate recommendation. The motion passed with one abstention." Accordingly, the College will be encouraging all faculty members to evaluate all sections of all courses.

As you know, each College has been asked to develop guidelines for the evaluation of courses. The Faculty Council's endorsement constitutes the guidelines that we will be using within the College of Education.

If you need any further information, please let me know. Many thanks.

xc: Department Heads
Members of the College Faculty Council
Associate and Assistant Deans

These are from the Nov. 18, 2004 meeting of faculty council.

SRTEs: The Council voted to endorse the Senate recommendation. The motion passed with 1 abstention. The recommendation reads as follows (wording for specific issue at hand is shown in italics):

11. Frequency of reviews

- a. The specific procedures for determining the frequency of reviews for the faculty members within a college shall be determined by the college. These procedures must be developed in consultation with the faculty of the college. The following principles about the frequency of reviews apply:
 - (1) Where possible, evaluations should be conducted over a period of years and in a variety of courses.
 - (2) For provisional faculty (i.e., tenure track faculty who do not yet have tenure), all sections of all courses shall be evaluated by the SRTE every time it is taught. The results from each of these evaluations must be included in tenure or promotion dossiers. Such agreements should be in writing.)
 - (3) For all other faculty, each college must develop clear and specific guidelines to accomplish the purpose outlined in the principles stated in section 11a of the Administrative Guidelines. Since students now expect to have the opportunity to evaluate their instructors and their courses and since such evaluations continue to have value for many purposes, *it is recommended that all sections of all courses shall be evaluated.* College Guidelines will be reviewed by the Office of the Provost to ensure that they are consistent with these principles.
 - (4) Faculty being reviewed for promotion, even when it is not coupled with a tenure review, should be able to demonstrate their teaching achievements in part through student evaluations that have been done over time and in a variety of courses.