

CFA Proposal to address bias in evaluations
October 23, 2020

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Process for Obtaining Student Opinions Evaluations of Teaching and Faculty Performance

15.15 Written or electronic student questionnaires of teaching effectiveness evaluations shall be required for all faculty unit employees who teach. All classes taught by each faculty unit employee shall have such student evaluations-questionnaires unless the President has approved a requirement to evaluate-assess fewer classes after consideration of the recommendations of appropriate faculty committee(s). In cases where student evaluations-questionnaires are not required for all classes, classes chosen for evaluation-student opinions shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated assessed by students. The results of these evaluations-questionnaires shall be placed in the faculty unit employee's Personnel Action File. Results of evaluations-questionnaires may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.

15.16 Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee.

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a. Student evaluations-questionnaires collected as part of the regular student evaluation questionnaire process shall be anonymous and identified only by course and/or section. The format of student evaluations-questionnaires shall be quantitative (e.g., "Scantron" form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments).

b. Any student communications or evaluations-opinions of teaching effectiveness provided outside of the regular evaluation-questionnaire process must be identified by name to be included in a Personnel or Working Personnel Action File.

c. Faculty may submit responses and rebuttals to student questionnaires to address bias based on race, gender, and other factors known to obscure performance assessment, and evaluators must give weight and consideration to such supplemental evaluative materials.

d. Faculty, in consultation with review committees and academic senates are encouraged to examine their evaluation policies for bias and may revise and change policies accordingly.

15.18 Student evaluation-questionnaire programs for librarian faculty unit employees, counselor faculty unit employees, and coaching faculty unit employees may be developed at the campus level. If such programs are established, the evaluation-questionnaire process shall be developed by a committee comprised of faculty unit employees and appropriate administrators.

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