

1 San José State University
2 Academic Senate
3 Professional Standards Committee
4 March 17, 2025
5 **Final Reading**

AS 1885

6 **Policy Recommendation**
7 **Amendment E to University Policy F12-6, Evaluation in Effectiveness in**
8 **Teaching for all Faculty**
9

10 Legislative History: The proposed amendment would modify section H.5 of the existing policy,
11 F12-6, Evaluation in Effectiveness in Teaching for all Faculty.
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13 Rationale: The Professional Standards Committee, in consultation with the Student Evaluation
14 Review Board (SERB), recommends two modifications to F12-6, section H.5. The first will
15 clarify that SOTEs will conclude in alignment with the University-published timeframe(s) for
16 culminating activities. The second will allow SOTEs to open earlier in courses that have 15 or
17 fewer instructional days because current policy requires 10 calendar days be provided for the
18 completion of SOTEs. As a result, in a winter session course with 15 instructional days, SOTEs
19 would have to open on the eighth instructional day to comply with § H.5. This is why winter
20 session courses are not SOTEd even though a majority of courses with five or more students
21 should be SOTEd per § E.4. In a class with 12 or 13 instructional days, SOTEs would need to
22 open on roughly the fifth instructional day to comply with policy. There are currently courses as
23 short as five instructional days on campus. Of particular concern to Professional Standards is
24 that all of these shorter courses can be taught by faculty as part of their academic assignment and
25 thus constitute important evidence for their evaluation. Amending the policy as recommended
26 will clarify the timeline and allow SOTEs to be collected in courses with 15 or fewer
27 instructional days, thereby producing important evidence for faculty evaluations.
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30 Resolved: That section H.5 of F12-6, Evaluation in Effectiveness in Teaching for all Faculty, be
31 modified as follows
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33 Approved: March 10, 2025
34 Vote: 10-0-0
35 Present: Magdalena Barrera, Caroline Chen, Dawn Hackman, Farzan Kazemifar,
36 Gilles Muller, Chima Nwokolo, Sarika Pruthi, Priya Raman, Shannon
37 Rose Riley (Chair), Gigi Smith
38 Absent: None
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40 Financial Impact: None.

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42 Workload Impact: None foreseen.
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45 5. The period of time in which the SOTES will be administered shall be set by SERB in
46 consultation with the Senior Director of IRSA, but must ~~shall not be earlier than the final ten~~

47 ~~days of class nor later than the normal time when the student's final grade is released~~ conclude
48 no later than the final day of the University-published timeframe for culminating activities,
49 guaranteeing their completion before final grades are due. If the course is part of a standard
50 semester, a minimum of the final ten calendar days of the course term will be provided to
51 respond. If a course term is 15 instructional days or fewer, then the final four calendar days of
52 the course term will be provided for students to respond. The specific—"window" timeframe for
53 administration of the survey shall conform with these requirements and be established to best
54 enhance the integrity and quality of the survey results. ~~A minimum of ten calendar days will be~~
55 ~~provided to respond.~~