

**Date:** September 30, 2009

**To:** Chairs of Departments with New Probationary Faculty



**From:** Penelope Jennings  
Associate Vice President, Faculty Affairs

**Subject:** Student Evaluations of First-year Faculty Members

Your attention is drawn to the final sentence of Section 612.5.2.c.(2) (b) (ii) (page 28) of the *Administrative Manual*, which reads as follows:

Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

This sentence was added to Section 600 at the time the formal review of first-year probationary faculty was eliminated. The stated purpose at the time was to provide additional information about teaching effectiveness when the faculty member is reviewed during the second year of probationary service.

Please call me at Ext. 2962 if you have questions on this matter.

PJ:rm  
u:memos/studeval.mem\_0910

cc: College Deans  
All new probationary faculty members