

Memorandum

Office of Faculty Affairs**Date:** September 19, 2023**To:** Department Chairs**From:** Diane Guido 
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.(2) (b) (ii) of the *Administrative Manual*, which reads (in part) as follows:

All probationary faculty members shall have student evaluations administered in two classes in each of their first two semesters of service.

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.

DG:am

cc: College Deans