

**Section 612.5.2.c.(2)(b)(ii) of the Administrative Manual  
Policy on Procedures for Evaluating Teaching Effectiveness  
(Reaffirmed October 25, 2012)\***

612.5 Department Level.

2. Responsibilities.

c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:

(2) Procedures for evaluating teaching effectiveness.

(b) Department Personnel Committees shall establish procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

(ii) Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. 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 policy was reaffirmed by the Faculty Senate and the University President to comply with changes to the Collective Bargaining Agreement in Fall 2012.