CLARION UNIVERSITY
of Pennsylvania
INTER-OFFICE CORRESPONDENCE

DATE: September 20, 2019

TO: Deans
               Department Performance Review and Evaluation Chairpersons
               Department Chairpersons

FROM: Pamela J. Gent, Provost
               Ray Feroz, President, APSCUF

RE: STUDENT EVALUATION OF FACULTY - FALL 2019
               DATES: NOVEMBER 4 – 15, 2019

Special Note: Section 6.b. states how departmental evaluation chairs should make any additional requests for packets and sets a deadline of **October 21** for making these requests. This is a firm deadline for the regular 15 week classes.

1.   INTRODUCTION

Article 12 of the Collective Bargaining Agreement mandates student evaluation of teaching faculty, but does not require student evaluation of librarians, administrative faculty, or other non-teaching faculty. Student teaching supervisors are included in teaching faculty.

Article 12 specifies that student evaluation of non-tenured faculty shall be administered in all courses during each semester of the probationary years. It further specifies that student evaluation of tenured faculty in their quinquennial evaluation year shall be administered during the fall semester only. Therefore, tenured faculty are not included in the student evaluation listings for the spring semester.

Article 12 requires that all tenured faculty be evaluated "during the fifth year of employment following tenure." Obviously, many tenured faculty had passed the first fifth year following the granting of tenure when the Collective Bargaining Agreement became effective. With the 1984-85 evaluations, all tenured faculty who had held their tenure for five years or more had gone through the first five-year evaluation, and the process is now being repeated.

For more information, please refer to the information provided on the Human Resource website.
Faculty Evaluation Guide

In general, faculty granted tenure in 1985, 1990, 1995, 2000, 2005, 2010, or 2015 must be evaluated this fall.

Summary of those who must have student evaluations* conducted during 2019-2020 and the semesters they are to be administered:

a.   All non-tenured teaching faculty, including part-time and terminal appointees, both fall and spring semesters.
b.   All tenured teaching faculty who were granted tenure in 1985, fall semester only
c.   All tenured teaching faculty who were granted tenure in 1990, fall semester only.
d.   All tenured teaching faculty who were granted tenure in 1995, fall semester only.
e.   All tenured teaching faculty who were granted tenure in 2000, fall semester only.
f.   All tenured teaching faculty who were granted tenure in 2005, fall semester only.
g.   All tenured teaching faculty who were granted tenure in 2010, fall semester only.
h.   All tenured teaching faculty who were granted tenure in 2015, fall semester only.

*All faculty in categories b, c, d, e, f, g and h, must have the five-year evaluation as prescribed in Article 12, but only teaching faculty must have student evaluations. See Paragraph I of INTRODUCTION above.

2.   PICK-UP OF EVALUATION MATERIALS; DATES OF EVALUATION;

PICK-UP OF MATERIALS

Evaluation materials must be picked up at Computing Services (G-13, Still Hall) and signed for by the evaluation chair or his/her designee beginning at 8:30 a.m., Monday, November 4, 2019. Office hours are from 8:30 a.m. to noon and 1 p.m. to 4:30 p.m. Student evaluations may be administered only from November 4 through November 15, 2019. Exceptions to this may only be made by following the process for approval of alternate schedule for student course evaluations. A copy of the process and request form may be provided to the Provost Office via email (bgrolemund@clarion.edu). The Provost Office will request approval from Human Resources and the local APSCUF President. Upon approval, the Provost Office will route all changes to Computing Services; please note, Computing Services should **not** be contacted directly for any alternate schedule requests. ** Evaluations should be administered as expeditiously as possible. All questionnaires and answer sheets must be returned to Computing Services and signed in by 4:30 p.m., Friday, November 15, 2019.

**Note: The alternative schedule request form is not required for the 7 Week and 10 Week (West Penn) sessions. Dates for these pre-approved alternate schedules are detailed in Section 6.c below.

3.   ADMINISTRATIVE PROCEDURE

Administration procedure is the responsibility of the departmental evaluation committee. A colleague should administer the student evaluation and should read the instruction statement to the class. The colleague may utilize the help of a student assistant selected by the colleague from the class or section in which the evaluation is being administered. At the end of the evaluation, the colleague and the student assistant shall sign their names across the sealed flap of the evaluation packet envelope. The colleague shall deliver the sealed envelope to the departmental office.

4.   EVALUATION PRINTOUT

Article 12 specifies that only the evaluated faculty member shall receive the evaluation printout. Therefore, Computing Services will send two copies of the printout to each evaluated faculty member in a sealed envelope via campus mail after final grades for the fall semester have been submitted, but **no later than the first work day in January following the break.** The faculty member is then responsible for making the evaluation data available to the Departmental Performance Review and Evaluation Committee and the Department Chair upon request.

Distribution of Past Evaluation Information: Sometimes there are exceptional situations that generate requests for individual faculty evaluation information from past evaluation periods. The Computing Services Office can only accept requests for individual faculty evaluation reprints when the requests have been channeled by the faculty member directly to Computing Services. The completed evaluation reprints will be sent directly to the individual faculty member.

5.   ATTACHED LISTING OF FACULTY TO BE EVALUATED - ADDITIONS AND CORRECTIONS

An effort has been made to furnish an accurate list of faculty who should be evaluated. However, such conditions as mid-year employment are sometimes overlooked in the Academic Affairs office or occasionally someone is omitted from the list by oversight. Deans, department chairs, or evaluation chairs finding additions or corrections that should be made will send a memorandum to the Provost Office via email (bgrolemund@clarion.edu). The requested changes should be submitted at least two weeks prior to the evaluation pick-up date (October 21 for fifteen-week courses two weeks prior to the pick-up date for all exception schedules). The Provost Office will request approval from Human Resources and the local APSCUF President. Upon approval, the Provost Office will route all changes to Computing Services; please note, Computing Services should **not** be contacted directly for any additions/corrections.

6.   OBSERVATIONS ON PROCEDURES, LIST ADDITIONS, AND FACULTY RESPONSIBILITY

a.   Procedures

Student evaluation procedures have been mutually agreed upon by the university administration and APSCUF. Everyone involved in the evaluation process is obligated to follow these procedures. Please observe the following:

(1)   Pick-up of Evaluation Packets

Evaluation chairs or their designees must pick up and sign for evaluation packets at Computing Services (G-13, Still Hall).

Only departmental secretaries or colleagues may serve as designees, and the evaluation chair shall indicate in writing that the person is his/her designee. The designee shall show the written statement at Computing Services.

Evaluation chairs may not name students as designees. Computing Services will not issue evaluation packets to students.

Venango Campus evaluations will be sent through campus mail. It is the evaluation chairperson's responsibility to oversee the evaluation packets.

(2)   Return of Completed Evaluations

(a)   Evaluations Completed During the Day

Immediately after completion of an evaluation, the colleague shall deliver to the departmental office the sealed evaluation packet envelope that he or she and the student have signed across the sealed flap. The evaluation chair or designee may deliver completed evaluation packets to Computing Services (G-13, Still Hall) by 4:30 p.m. of the day of evaluation or may return all packets at the end of the evaluation period.

Only departmental secretaries or colleagues may serve as designees, and the evaluation chair shall indicate in writing that the person is the designee. The designee shall show the written statement at Computing Services. Evaluation chairs should not name students as designees, since Computing Services will not accept evaluation packets from students.

(b)   Evening Evaluations

At the completion of an evening class evaluation, the student assisting and the colleague administering shall sign their names across the sealed flap of the evaluation packet envelope. The colleague administering is then responsible for the safekeeping of the envelope until the next morning, when he or she shall deliver it to the departmental office. These envelopes shall then be delivered to Computing Services (G-13, Still Hall) by 4:30 p.m. of the day they are received by the evaluation chair or designee in accord with Item 6, a, (2), (a) above.

(c)   Venango Campus Evaluations

Completed Venango Campus evaluations need to be mailed to Computing Services through the courier.

(d)   Pittsburgh Site Evaluations

Completed Pittsburgh Site evaluations are mailed to the evaluation chairperson through the US Postal Service and are then sent to Computing Services.

(3)   The instructor who is being evaluated should not be present in the classroom immediately before or during the evaluation. He or she may return for regular classroom routines when the evaluation is completed.

(4)   All Evaluation Packets Must be Returned by the Designated Date - **November 15, 2019.** Computing Services has an immense workload and a very limited staff. Computing Services must adhere to a planned work schedule. Therefore, the Director has been requested by the university administration and APSCUF to process no evaluations that are submitted late unless prior permission has been granted by the university administration.

(5)   Answer sheets must be completed with No. 2 pencil in order to be machine read. Colleagues administering evaluations should see that a supply of No. 2 pencils is available. Answer sheets completed with ballpoint pens or pencils having hard lead will be rejected and the evaluations will not be processed.

b.   Additions to the Official List

From time to time requests are made for additions to the official list of persons for whom evaluation is mandatory. The university administration, APSCUF, and Computing Services are happy to accommodate requests by faculty to be included in the student evaluation procedure whether or not they are in the mandatory category. However, reasonable procedures must be followed and deadlines must be observed.

If a *departmental evaluation committee* determines that a faculty member not listed for routine evaluation is to have a special evaluation, the procedure noted below should be followed:

(1) The departmental evaluation chair should be notified by the faculty member requesting evaluation.
(2) The faculty member requesting the evaluation should notify computing services with a copy to the chairperson
(3) The departmental evaluation chair should promptly notify in writing to the Provost Office (bgrolemund@clarion.edu) for Provost approval.
(3) The Provost Office will request approval from Human Resources and the local APSCUF President.
(4) The Provost's Office will notify Computing Services of approved changes to the evaluation list
(5) Appropriate evaluation packets will then be made up and can be picked up along with the packets for the mandatory group.
(6) All additions should be made at least two weeks prior **(October 21)** to the pick-up date.

> Late requests for exceptions will be reviewed case by case based on evaluation requirements.

Other Additions – Faculty Request

If a *faculty member* simply wants to be evaluated even though he or she is not on the official list, the procedure noted below should be followed:

(1) The departmental chair should be notified by the faculty member requesting evaluation.
(2) The faculty member requesting the evaluations should notify computing services with a copy to the chairperson
(3) Appropriate evaluation packets will then be made up and can be picked up along with the packets for the mandatory group.
(4) All additions should be made at least two weeks prior **(October 21)** to the pick-up date.

> Late requests for exceptions will be reviewed case by case based on evaluation requirements.

c. Exceptional Class Schedules

Seven Week sessions and the Ten Week West Penn evaluations will be scheduled as follows:

Session	Pick-Up Date	Evaluation Administration Dates	Return Date
Seven Week, Session One	N/A, on-line	September 23 – October 4	N/A, on-line
Seven Week, Session Two	N/A, on-line	November 18 – November 29	N/A, on-line
Ten Week, July Start (West Penn)	September 2	September 9 – September 20	September 27
Ten Week, October Start (West Penn)	November 25	December 2 – December 13	December 20

Exceptions to this may only be made by following the process for approval of alternate schedule for student course evaluations. A copy of the process and request form may be provided to the Provost Office (bgrolemund@clarion.edu) via email. The Provost Office will request approval from Human Resources and the local APSCUF President. The Provost Office will route the approved exceptions to Computing Services; please note, Computing services should **not** be contacted directly for any alternate schedule requests.

This exception form also applies to, for example, a graduate class meeting for a limited number of entire weekends, which may be scheduled for periods that entail their beginning and completion outside the student evaluation period, which extends outside the standard student evaluation period of November 4 through November 15, 2019.

d. Faculty Responsibility

(1) Faculty evaluation, including student evaluation, is mandated in Article 12 of the Collective Bargaining Agreement. The university administration is obligated to expedite the evaluations and every faculty member is obligated to cooperate in the evaluation effort and procedures.
(2) No faculty may refuse to be evaluated. Refusal to accept student evaluation or other legitimate evaluation procedures is a violation of the Collective Bargaining Agreement.
(3) Should a faculty member refuse to cooperate reasonably with the evaluation process, the departmental evaluation chair through the department chair should bring such refusal to the attention of the Provost and APSCUF President, through the appropriate dean or vice president.
(4) All faculty who are not required to be evaluated under the Collective Bargaining Agreement but who wish to have a voluntary student evaluation of their classes should follow the procedures under Item 6, b.