

Attachment 3
University Handbook, Section C: Identity, Employment, Tenure
PROPOSED CHANGES
Approved by Faculty Affairs Committee on May 19, 2009

General Issues of Faculty Evaluations

C30.1 Purposes of evaluations. The primary purpose of teaching evaluations is to aid faculty development and foster a commitment to teaching excellence at Kansas State University. Evaluations also play a role in departmental assessment strategies and are used to make personnel decisions concerning annual merit salary, reappointment, tenure, and promotion. ~~are based on faculty evaluation. Also important to the institution and the faculty member is the use of evaluation procedures to aid faculty development.~~ Therefore, considerable emphasis is placed on evaluations.

C34.1 Student ratings of classroom instruction. In most cases, documentation submitted by faculty members with teaching responsibilities would be considered incomplete and presumed inadequate, unless evidence of teaching effectiveness is included. Student ratings of classroom instruction are an important source of information in the evaluation of teaching effectiveness, provided that the format includes controls for student motivation and other possible bias. The form should contain directions which indicate how the information is used, and the forms should be administered and collected under controlled conditions that assure students' anonymity. Each academic unit should determine the student rating form to be used by its faculty that conforms to the guidelines specified above. ~~Probationary faculty with classroom responsibilities shall be rated by students at least once a year in each course that they teach. Tenured faculty with classroom responsibilities shall have at least one course per year evaluated by the students on the course (unless their department or unit has a policy of evaluating more than one course); however, the faculty member may choose which course will be evaluated. Faculty members with classroom teaching responsibilities ought to include the results of student ratings in the documentation they submit for personnel decisions concerning annual merit salary, reappointment, tenure, and promotion. Because the number of students engaged in individualized instruction with anyone faculty member is typically small, units may decide to evaluate individualized instruction on a two-year cycle, or only when evaluations are available from a minimum number of students.~~ Faculty members, including regular faculty, instructors, graduate teaching assistants, adjuncts, etc., shall be evaluated by students for each course and section they teach each year in order to provide themselves and their departments with information pertaining to teaching efficacy as well as provide material for the assessment of the relationships between SLO achievement and teaching. Exceptions are non-instructional courses (e.g., research hours at the 899 and 999 levels). Faculty members engaged in individualized instruction should be guided by the unit's criteria for evaluating such instruction (See C32.2).

C34.3 ~~A department's policies and procedures may specify that submission of student ratings will be mandatory and further specify the student rating system(s) to be employed for the purposes of making personnel recommendations concerning annual merit salary, reappointment, tenure, and promotion. The university encourages departments to specify in their policies and procedures that submission of all student ratings collected will be mandatory and to further specify the student rating system(s) to be employed as part of the teaching criteria used in making personnel recommendations concerning annual merit salary, reappointment, tenure, and promotion.~~ In such instances, departmental procedures for administering student ratings forms or questionnaires should be standardized in order to minimize extraneous influences when results are compared within a department. Assistance with establishing such procedures is available from the Center for the Advancement of Teaching and Learning.

For the complete version of Section C, please refer to the University Handbook: <http://www.k-state.edu/academicpersonnel/fhbook/>