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RECOMMENDATIONS FROM THE UNIVERSITY COMMITTEE ON PROCEDURES FOR PROMOTION, TENURE AND HIRING ON INSTRUCTOR EVALUATION

University of Rhode Island Faculty Senate

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FACULTY SENATE

BILL

Adopted by the Faculty Senate

TO: President Werner A. Baum
FROM: Chairman of the Faculty Senate

1. The Attached BILL, titled RECOMMENDATIONS FROM THE UNIVERSITY COMMITTEE ON PROCEDURES FOR PROMOTION, TENURE AND HIRING ON INSTRUCTOR EVALUATION

is forwarded for your consideration.

2. The original and two copies for your use are included.
3. This BILL was adopted by vote of the Faculty Senate on 72-5-11 (date).
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.
5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on 72-6-1 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Trustees for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Trustees, it will not become effective until approved by the Board.

May 12, 1972
(date)

Stephen H. Schwarz /s/
Chairman of the Faculty Senate

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate
FROM: President of the University

1. Returned.
2. Approved _____ Disapproved _____.
3. (If approved) In my opinion, transmittal to the Board of Regents is not necessary.

(date)

_____/s/
President

(OVER)

ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Regents.

FROM: The University President

1. Forwarded.

2. Approved.

_____/s/
(date) President

ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Regents, via the University President.

1. Forwarded.

_____/s/
(date) _____
(Office)

ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Regents.

_____/s/
(date) President

Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

_____/s/
(date) Chairman of the Faculty Senate

Recommendations from the University Committee
on Procedures for Promotion, Tenure and Hiring on
Instructor Evaluation

The University Committee on Procedures for Promotion, Tenure and Hiring recommends:

(#1) That a formal procedure for student evaluation of instructors shall be adopted at the University of Rhode Island and that it be used regularly as one element in the evaluation of each member of the teaching faculty for each course taught.

(#2) The instructor evaluation procedure recommended is the Student Instructional Report of the Educational Testing Service. The evaluations will be made during the 12th week of classes each semester. Processing, compiling, and reporting will be performed by the Educational Testing Service at Princeton, New Jersey; the cost of the service will be budgeted as a regular recurring University expense. Evaluation reports on the basis of self-generating University of Rhode Island norms will be prepared for each member of the teaching faculty for each course taught. The department chairman will request from the Vice President for Academic Affairs a quantity of testing materials sufficient for the instructional program in his department. The testing materials will be issued by the chairman to each member of his teaching faculty such that the evaluation procedure can occur in the 12th week of classes.

The materials will consist of a questionnaire for each student. The instructor will distribute the materials to the students in each of his classes. Each student, remaining anonymous, will, immediately after receipt of the materials, perform the evaluation. Class time will be utilized for performing the evaluation. After the class has completed the evaluation, all questionnaires will be immediately collected by a student previously designated by the instructor. The questionnaires will be placed in a special envelope supplied by the Vice President for Academic Affairs, sealed by the student in the presence of the instructor, and immediately delivered by the student to the department chairman. The chairman, after receiving the sealed envelopes containing the questionnaires for all courses offered in his department in the semester under consideration, will forward all of the sealed envelopes to the Vice President for Academic Affairs.

(#3) After the questionnaires have been processed and returned to the University, duplicate copies of the evaluation report will be delivered to the chairman and the faculty member. The chairman will review and discuss the results of the evaluation with the Faculty member after which the report will become a part of the annual review. In the first year of its implementation, the results of the evaluation of teaching will go only to the individual instructors and, anonymously, to the Teaching Effectiveness and Facilities Committee. This Committee shall analyze the results of the evaluation process and make recommendations on possible changes in that process. The Committee will also receive whatever criticism or suggestions relevant to the evaluation that individual instructors care to submit.

(#4) The faculty member will have the right to write a response to the results of the evaluation and to have his response included along with the report as part of the annual review.

November 16, 1972

Report and Recommendations Regarding
Instructor Evaluation

Faculty Senate Committee on Teaching
Effectiveness and Educational
Facilities

On October 13, 1972, President Baum sent a letter to the Chairman of the Faculty Senate with reference to Faculty Senate Bill #71-72-37 ("Recommendations from the University Committee on Procedures for Hiring, Promotion and Tenure on Instructor Evaluation). He explained that he had not been able to act on the bill until the conclusion of negotiations between URI--AAUP and the Board of Regents because it had been introduced into the negotiations. Now that the contract has been ratified he asked that the Senate review the bill. In part, his letter reads:

I would appreciate it if the Senate were to review the Bill in the light of interim developments and either reaffirm it or modify it as deemed appropriate.

The interim development referred to in the letter is Section 18.5D of the Contract between URI--AAUP and the Board of Regents which reads:

For the teaching faculty, the annual review shall include a list of teaching assignments, and an instructor evaluation by students under such procedures as may be authorized by the Faculty Senate and implemented by the Administration. A copy of the evaluation results plus an assessment of the evaluation by the department chairman, and by the faculty member concerned, if he so wishes, will become a part of the annual review.

In order to comply with the provisions of the contract, and in keeping with the action taken by the Senate last year when it enacted Faculty Senate Bill #71-72-37, the Teaching Effectiveness and Facilities Committee recommends the following procedures for instructor evaluation:

(1) The University of Rhode Island will adopt the Student Instructional Report of the Educational Testing Service as its teacher-evaluation procedure, and the procedure will be implemented as outlined hereafter.

The individual teacher evaluations will be made during ~~the 12th week of classes each semester.~~ Processing, compiling, and reporting will be performed by the Educational Testing Service at Princeton, New Jersey; the cost of the service will be budgeted as a regular recurring University expense. Evaluation reports will be prepared by Educational Testing Service for each member of the teaching faculty for each ~~course taught.~~ The department chairman will request from the Vice President for Academic Affairs a quantity of testing material sufficient for the instructional program in his department. The testing material will be issued by the chairman to each member of his teaching faculty such that the evaluation procedure can occur ~~in the 12th week of classes.~~ within the time limits stipulated above. the second half of each semester at a time to be determined by the department and not later than the 14th week of the semester. section of each

The materials will consist of a questionnaire for each student. The instructor will distribute this material to the students in each of his classes. Each student, remaining anonymous, will immediately after receipt of the material, perform the evaluation. Class time will be utilized for performing the evaluation. After the class has completed the evaluation, all questionnaires will be immediately collected by a student previously designated by the instructor. The questionnaires will be placed in a special envelope supplied by the Vice President for Academic Affairs, sealed by the student in the presence of the instructor, and immediately delivered by the student to the department chairman. The chairman, after receiving the sealed envelopes containing the questionnaires for all courses offered in his department in the semester under consideration, will forward all of the sealed envelopes to the Vice President for Academic Affairs.

After the questionnaires have been processed and returned to the University, duplicate copies of the evaluation report will be delivered to the chairman and the faculty member. The chairman will review, assess, and discuss the results of the evaluation with the faculty member after which the report and chairman's assessment of it will become a part of the annual review. The faculty member may also assess in writing the results of the evaluation and have his response included as part of the annual review.

- (2) The procedure stipulated above will commence in the Spring semester, 1973.
- (3) Faculty members are encouraged to experiment with other means of instructional and course evaluation on a regular basis as an additional way of assessing their teaching performance.

The Teaching Effectiveness and Facilities Committee will establish an open file of other evaluation forms for the faculty to consult, use as models or modify to fit their discipline and teaching philosophy. The committee will also continue its efforts to develop a specific evaluation system for the University.

- (4) Faculty members are encouraged to submit comments and criticism on the evaluation procedure to the Teaching Effectiveness and Facilities Committee to aid the Committee in assessing the usefulness of the Educational Testing Service program.

Winifred Caldwell
Edward Carney
Tadeusz Kowalski
Elmer Palmatier
Harriet Gidley
Ellen Weisman
Artie Boyce
Ann Applebaum
Mary Ann McSoley
Don Kunz, Chairman