

Date: September 13, 2013  
To: Tom Byers, Chair  
From: A&S Personnel Committee  
Re: Student Course Evaluations

The College of Arts and Sciences Personnel Committee met on Friday, September 13, 2013, to discuss how the new student course evaluations will be used in personnel decisions.

The course evaluation consists of 13 questions. For spring semester 2013 only, question 7 will be excluded from all personnel decisions because it was reverse coded.

Candidates for promotion and tenure should provide a tally sheet reporting the mean and median of questions 1-13 for each class as presented in the summary statistics in the course evaluation report. Candidates should also provide the standard tally sheets (mean and median for questions 8-16) for the years prior to the adoption of the new evaluations.

Faculty are reminded that the Dean's Guidelines state:

The results of the College-mandated student course evaluations that are to be included in the personnel files submitted to the College Personnel Committee need not include complete student evaluation printouts. The files should, however, include the summary sheets that appear at the end of each student evaluation report, and the tally sheets that units are asked to prepare compiling various student evaluation data.

Candidates for promotion and tenure should review all submission requirements as detailed in the A&S personnel policy and the dean's guidelines.