



Office of Academic Resources
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TO: Tenure Track Faculty
Adjunct Faculty

FROM: Marie Thomas, Chair
Academic Senate Faculty Affairs Committee
Mary Elizabeth Stivers
Associate Vice President for Academic Resources

DATE: May 12, 2006

RE: Student Evaluations

Cal State San Marcos has a long standing practice of faculty deciding which sets of students evaluations will be placed in their Working Personnel Action Files (WPAF) for the Retention, Tenure and Promotion process. However, the CBA states in Article 15.14 :

Written student questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

Given the above, unless all evaluations are being submitted, beginning with the academic year 2006, faculty applying for retention, tenure and/or promotion must decide with their department chair or dean which sets of evaluations to include in the WPAF. To facilitate this, FAC developed a form that will memorialize the agreement. Should you have any questions, please contact Marie Thomas or Mary Elizabeth Stivers.

Thank you for your cooperation in this matter.

C: Robert Sheath
Dennis Guseman
Mark Baldwin
Vicki Golich
Bud Morris
Marion Reid
Linda Holt
Gilbert Valadez