



December 3, 2020

Re: Evaluations of Instruction Under COVID-19

Dear Faculty Colleagues,

I hope you are safe and well. I am writing regarding the use of evaluations of instruction completed during the COVID-19 pandemic in faculty evaluations. This memo was written following consultation with members of the CFA leadership at CSUSM and the Academic Deans. We ask that candidates for evaluation consider including this memorandum in their Working Personnel Action Files (WPAFs).

While student evaluations are required by the CBA, the changes to instructional modality as well as a host of other challenges resulting from the COVID-19 pandemic may have disrupted the teaching environment for faculty and the learning environment for students. Wherever possible, evaluations of teaching effectiveness should be holistic, looking at a pattern of performance and a faculty member's efforts to develop and improve. Faculty are encouraged to describe how their work has been impacted by the COVID-19 pandemic. All reviewers shall consider the context of disruption caused by COVID-19 for student evaluations of instruction and peer review during the 2020-2021 academic year.

Results from the Student Evaluations of Instruction shall bear a prominent header stating, "COVID-19: reviewers shall consider the context of disruption caused by the pandemic in all evaluations."

Just as reviewers are asked to fairly evaluate faculty who try new and innovative pedagogical practices even when they are ultimately unsuccessful, so too shall reviewers regard the context for virtual or modified instruction during the COVID-19 pandemic. In both cases the faculty narrative helps reviewers to contextualize and frame the results and efforts to address them.

All reviewers of faculty WPAFs shall consider the statements above in their review of any materials containing student or peer evaluations of instruction completed during the COVID-19 pandemic.

Thank you for everything you are doing to support our students and keep CSUSM moving forward during this difficult time.

Sincerely,

Carl Kemnitz  
Provost and Vice President for Academic Affairs

cc: Academic Deans and Associate Deans  
Associate Vice President, Faculty Affairs  
Director, Faculty Center