



State University College at Cortland

P.O. Box 2000 Cortland, New York 13045

Office of the President
(607) 753-2201

January 10, 1983

MEMORANDUM

To: Anthony Papalia, Chairman
Faculty Senate

Re: Comprehensive Teaching Evaluation System

I want to commend the action of the Senate and the work of its Committee for the Evaluation of Teaching Effectiveness in developing and recommending a comprehensive system for evaluation of teaching at Cortland. The excellent committee report and the careful deliberations of the Senate on this highly sensitive matter represent faculty governance at its best.

I am approving the Senate recommendation as communicated in your letter of December 3, 1982. However, I would like to make the following observations and suggestions, based upon discussions in the Dean's Cabinet:

1. The system is complex to administer. We should try it while keeping an eye open for future changes in case the system proves to be unwieldy.

At the outset, I would like to propose a method which achieves the desired end on frequency of evaluations but which is easier to keep track of. Instead of the system for those faculty using a CTE Questionnaire as outlined in Part III, Section 1.3, on Page 7 of the Committee's Final Report, it would be simpler to evaluate all courses of one-third of a department's faculty members each semester. A simple check-off list would suffice. Such a plan could be approved by the Teaching Effectiveness Committee as provided for in Section 1.3.

2. I strongly believe that in the case of untenured faculty every course should be evaluated every semester. Maximum information is desirable for the probationary period in the best interest of the faculty member and the institution. Since the plan asks departments to establish a time schedule, they will be encouraged to adopt a rule of maximum frequency of evaluation for untenured faculty.
3. Although I question the total absence of administrative representation on the Teaching Effectiveness Committee, I accept and approve the recommendation. However, I encourage the Committee to invite a dean or other administrator knowledgeable about teaching evaluation practices and consequences to attend meetings of the Committee from time to time.

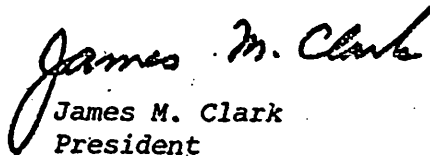
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4. While I have a few other reservations about certain parts of the report (such as "visitation" as an alternative instead of a supplement to use of the CTE, and a reference to "departmental autonomy" which needs definition to be useful), it represents such a major advance for the College that I will not cavil.

I note that the report states that implementation should be concurrent with implementation of a system of evaluation of administrators. A system is now in place and functioning for certain staff members doing administrative work (Registrar, Directors of Admissions, Counseling, etc.), i.e., non-teaching professionals. A new formal system for Management/Confidential staff at the College has just been approved by SUNY Central, the Division of the Budget, and the Governor's Office of Employee Relations for implementation beginning on February 15th of this year.

With a copy of this letter I am asking Provost Warren to take the steps necessary to begin implementation of the policy.

Once again, let me express my pleasure at this major accomplishment of the SUCC Faculty Senate.


James M. Clark
President

cc: President's Council
Little
Lott

FACULTY MINUTES

STATE UNIVERSITY OF NEW YORK COLLEGE AT CORTLAND

WARREN JR, CHARLES D
CHIEF ACADEMIC OFFICER
MILLER ADMIN BLDG

RM: 441

Senate Minutes
November 30, 1982

No. 7

→ IV. UNFINISHED BUSINESS

A. *Final Report . . . for the Evaluation of Teaching Effectiveness at SUNY Cortland.*

Craig Little and Roger Sipher were present to answer questions about the *Report*.

The Chair stated that each of the six recommendations made in the *Report* would be examined *in seriatim*, after which the document as a whole would be voted on.

Swinehart MOVED, Talentino seconded, that General Recommendations 1.1 through 1.3 be approved as stated, including the following substitution for section 1.3 offered by the Committee:

- 1.3 Teachers will be evaluated, at a minimum, at least once every third time they teach a particular course. Departments will be responsible for establishing a time schedule for evaluating teaching. (Under exceptional circumstances, the recommended time schedule may be inappropriate. In such cases the department in question should submit to the Teaching Effectiveness Committee for approval an alternative in keeping with the principle of regular, systematic, longitudinal evaluation of faculty.)

PASSED

Brooks MOVED, Gravani seconded, that General Recommendations 2.1 through 2.3 be approved as stated.

Discussion:

Berger stated that a campus-wide form may not be appropriate for every department.

Little replied that each department can develop its *own* form as stated in 2.3.e. and that what this document provides is a compromise between no departmental and total departmental autonomy.

Gavrielides asked if a department is obliged to use the standard form if it does not develop its own form.

Little replied that the *Report* does not say that. What the Committee expects is that departments will comply if the document is accepted.

Lickona MOVED, Brooks seconded, a friendly amendment to 2.3.i. as follows:

2.3.i. to work with the Task Force on Teaching and Learning to implement seminars. . . .

Discussion

The MOTION to amend the *Report*

(14 - 1 - 4)

PASSED

Kocis MOVED, Shaffer seconded, to amend 2.3.i. as follows:

2.3.i. to work with the Task Force on Teaching and Learning and other organizations to implement. . . .

The MOTION to amend the *Report*

(9 - 7 - 5)

PASSED

Talentino MOVED, Schaffer seconded, that General Recommendations 3.1 through 3.4 be approved as stated.

Discussion.

(15 - 1 - 4)

PASSED

Talentino MOVED, Taube seconded, that General Recommendations 4.1 through 4.2 be approved as stated.

(17 - 0 - 3)

PASSED

Chaturvedi MOVED, Brooks seconded, that General Recommendations 5.1 through 5.4 be approved as stated.

Discussion.

Gravani asked whether material referred to in 5.2 must be used in evaluation or if the instructors have a choice.

Little replied that the recommendation specifically states that the material gathered in the evaluation process be placed in the individual's file. The charge from the Senate to the Committee was to consider the evaluation of teaching effectiveness in reference to personnel decisions. Section 5.2 is a reflection of the Committee's response to that charge.

(16 - 0 - 2)

PASSED

Talentino MOVED, Brooks seconded, that General Recommendations 6.1 through 6.4 be approved as stated, including the following addition of the phrase "as a whole" in section 6.3 as offered by the Committee:

6.3 The visitation team as a whole will observe at least three classes. . . .

Kocis MOVED, Schaffer seconded, to amend Section VI as follows:

To change the title of Section VI from "Exemption from CTE Requirement Option--Visitation System" to Additional CTE Option--Visitation System
and

To change the first sentence in 6.1 from "Any faculty member who wishes to be exempt from the CTE questionnaire requirement may be granted an exemption by the department." to Any faculty member, in addition to a CTE questionnaire, may be granted a visitation component by the department.

Kocis stated that the visitation team cannot answer the questions raised in 3.2.

Talentino MOVED, Atkins seconded, a friendly amendment to change the word "component" to evaluation in 6.1:

PASSED

Sipher responded to a question about changing the title of Section VI to "Additional CTE Option--Visitation System." He said the Committee explained to the Senators who were interested in having this amendment passed that the exemption from CTE questionnaire would make the evaluation process more palatable to a well intentioned, serious teacher-scholar who wanted some alternative to the CTE component.

Brooks MOVED, Atkins seconded, the previous question.

(16 - 1 - 0)

PASSED

The MOTION to amend the *Report*.

(5 - 9 - 3)

FAILED

The MOTION to approve General Recommendations 6.1 through 6.4.

(11 - 2 - 4)

PASSED

Spitzer MOVED, Brooks seconded, that the Senate approve the *Report* as a whole.

Discussion

Kocis MOVED, Schaffer seconded, to amend section 1.3 as follows:

To eliminate the second sentence of 1.3 which reads "Teachers will be evaluated, at a minimum, at least once every third time they teach a particular course."

and change it to Teachers will be evaluated every time they teach a particular course.

Kocis stated that evaluating a professor every third time s/he teaches a course is inadequate.

Little replied that the issue is a balance between the sheer volume of information on the one hand and the possibilities of the system becoming administratively burdensome so that it breaks down. Also, it might stifle innovation to evaluate an instructor each time a course is taught.

The MOTION to amend the *Report*

(6 - 7 - 5)

FAILED

Taylor asked if the *Report* would not be implemented until there was a plan for evaluating professionals.

Little replied that that was what the *Report* says.

Warren pointed out that administrators are in favor of such an evaluation system and that disclosure of such a SUNY wide system was imminent.

Brooks MOVED, Atkins seconded, the Question.

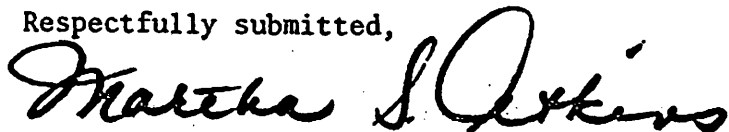
The MOTION to approve the *Report* (attached)

(15 - 0 - 2)

PASSED

The meeting was adjourned at 2:55 pm.

Respectfully submitted,



Martha S. Atkins
Faculty Senate Secretary

MSA/bbe
ATT: