

San José State University  
Academic Senate  
Professional Standards Committee  
December 9, 2024

AS 1885

**First Reading**

**Policy Recommendation**  
**Amendment E to University Policy F12-6, Evaluation in Effectiveness in Teaching for all Faculty**

Legislative History: The proposed amendment would modify section H.5 of the existing policy, F12-6, Evaluation in Effectiveness in Teaching for all Faculty.

Rationale: The Student Evaluation Review Board (SERB) wants to test whether opening SOTES earlier than allowed under F12-6 section H.5 would result in higher response rates, allow more time for students to respond, and enhance the integrity and quality of the survey results. Additionally, an increasing number of courses are shorter in length and the current timeframe described in F12-6 does not provide sufficient time for students to complete the SOTES. Changing the policy as recommended here will address this concern (new language is underlined and language to be removed is in ~~strikeout~~).

Resolved: That section H.5 of F12-6, Evaluation in Effectiveness in Teaching for all Faculty, be modified as follows

Approved: December 2, 2024  
Vote: 6-0-0  
Present: Chen, Kazemifar, Nwokolo, Raman, Riley (Chair), Smith, Peter (non-voting guest), Lee (non-voting guest)  
Absent: Barrera, Pruthi, Muller, (Dukes, non-voting guest)

Financial Impact: None.

Workload Impact: None foreseen.

5. The period of time in which the SOTES will be administered shall be set by SERB in consultation with the AVP for ~~IEA~~ IRSA, but shall not be ~~earlier than the final ten days of class~~ earlier than the normal time when the student's final grade is released ~~nor later than the normal time when the student's final grade is released~~ later than the University-published timeframe for culminating activities. The specific "window" for administration of the survey will be established so as to best enhance the integrity and quality of the survey results. A minimum of ten calendar days or fifty percent of the course term (whichever time period is shorter) will be provided for students to respond.