

MEMORANDUM OF AGREEMENT REGARDING USE OF IDEA AND SMALL CLASS INSTRUMENTS FOR STUDENT EVALUATION OF TEACHING

In order to better foster best practices in the use of IDEA and taking the College's Procedures and timetables for personnel review into account, the College and SFT agree to the following procedures for the use of IDEA and the SMALL CLASS INSTRUMENT (previously described as the Revised Alternative Instrument for Small Classes and hereinafter referred to as the "SCI") for student evaluation of teaching. Faculty are advised that the response rate for students who do online evaluations is generally lower than the in-class response rate. For this reason, untenured faculty are advised to consult with the IDEA liaison and Institute for Faculty Development before deciding to administer IDEA online.

1. DEFINITIONS: The following definitions are adapted from those used by the Faculty Assembly Task Force on Distributed Education for the purposes of this Memorandum of Agreement only:

(a) **ONLINE/DISTANCE** class is one in which more than two-thirds of the course instructional time, content delivery, and/or communication between student and professor and among students is facilitated via technology that allows students to physically separate from the instructor and each other. Communication may take place asynchronously (such as via online discussions) or synchronously (such as via live videoconference).

(b) A **HYBRID COURSE** is one in which between one-third and two-thirds of course instructional time, content delivery, and/or communication between student and professor and among students is facilitated via technology that allows students to be physically separate from the instructor and each other.

(c) **OFF-SITE COURSES** include any course offered at a campus other than the Main Campus of Richard Stockton College.

2. FREQUENCY OF COURSE EVALUATION:

(a) **Non-tenured faculty** (including adjunct and part-time faculty and visiting faculty hired pursuant to XIII-D and XIII-O) will evaluate all of their classes every semester using IDEA or the SCI.

(b) Beginning in their sixth year of teaching at Stockton, **tenured faculty** are required to evaluate half of their classes using IDEA or the SCI but may elect to forego student evaluations of teaching in some or all of the rest of their courses.

Faculty should select a pattern of courses that will demonstrate effectiveness across the full range of their teaching responsibilities. For most faculty, this will mean at least one program course each semester (Fall and Spring) and at least one General Studies course each year. Faculty members who are not teaching a General Studies

course will instead evaluate an additional program course over the course of the year; faculty members who teach more than two General Studies courses in a year may evaluate more General Studies courses than program courses.

(c) **Default Rule:** At the beginning of each semester, tenured faculty will be asked to identify those courses they intend to evaluate and those they are opting out of evaluation. Faculty members who do not respond to this request by the DEADLINE FOR OPTIONS will be deemed to have elected to administer Student evaluations in all courses.

3. SMALL AND NON-CLASSROOM CLASSES

(a) **SMALL CLASS INSTRUMENT:** Any class with fourteen or fewer students enrolled at the withdrawal deadline shall be considered a “small class” for purposes of student evaluation of teaching. All faculty teaching small classes will use the SCI attached to this MOA.

(b) **FIF FOR SMALL CLASSES:** Faculty using the **SCI** will complete a form similar to the FIF for IDEA that lists the twelve objectives listed on the FIF for IDEA form with instructions that read:

“Using the scale provided, identify the relevance of each of the twelve objectives to this course. As a general rule, prioritize what you want students to learn by selecting no more than 3-5 objectives as either Important or Essential. (Scale: M=Minor or No Importance; I=Important; E=Essential.)”

(c) **NON-CLASSROOM COURSES:** In order to protect the anonymity of students, faculty teaching independent studies, internships and tutorials with enrollments of fewer than five students will not participate in formal course evaluations using either IDEA or the SCI.

4. TEAM TAUGHT CLASSES

Student evaluations of each instructor of a team-taught course will be administered unless a tenured instructor elects to opt out in accordance with this agreement.

5. LOGISTICS OF ADMINISTRATION

(a) **MODE OF ADMINISTRATION:**

- a. After piloting online administration for two years, the SFT and Administration agree that faculty teaching online courses shall administer student evaluations online. All other faculty, including those teaching hybrid courses, may elect to administer some or all of their student evaluations of teaching online.

b. Faculty teaching OFF-SITE and Saturday classes shall administer course evaluations online where it is impractical to administer them in person. Where faculty teaching off-site or Saturday classes elect to administer student evaluations on paper, they must first notify their School of their intent to do so, make arrangements to pick up a student course-evaluation packet, and adhere to School-approved arrangements for delivery of completed student evaluations in a manner that preserves the integrity and confidentiality of the process.

c. The following steps are intended to help assure adequate response rates from student evaluators:

(i) The SFT and Administration will work with the Student Senate to educate students as to the importance of IDEA feedback and to encourage response.

(ii) The Administration and Faculty agree to a moratorium on online student-surveys during the "Course Evaluation Periods."

(iii) Faculty who are administering IDEA or SCI online should include the following notice on their course syllabi:

Student evaluations of teaching are an important way to provide feedback to faculty and student input into whether or not faculty are reappointed, promoted, or tenured. This class will elicit that feedback online, at the end of the semester. This will take place during the last week/s of the semester. During that time, students will not be asked to take other online surveys as full participation is important to both students and to the faculty involved.

(b) DEADLINE FOR OPTIONS: The parties agree that a single deadline for the following options is desirable. In the interest of simplicity, that date shall be the second precepting date in the Fall and Spring Semesters. During Summer Sessions, the deadline will be the end of the second week of the session.

(i.) Faculty must finalize their FIF forms no later than the DEADLINE FOR OPTIONS. **Default rule:** IDEA forms for faculty who miss this deadline will not specify FIF course objectives.

(ii.) Tenured faculty who elect to opt out of administering student evaluations in one or more of their classes must opt out by the DEADLINE FOR OPTIONS. Student evaluations will be administered in all classes for faculty who do not elect to opt out by this deadline.

(iii.) Tenured faculty who wish to administer IDEA or the SCI in person must elect that option no later than the DEADLINE FOR OPTIONS. **Default rule:** In the event that a faculty member does not respond to the request for electing to administer IDEA or SCI in person, IDEA or the SCI will be administered online in all classes.

(c) NOTIFICATION OF FACULTY: All faculty, including adjunct faculty, shall be notified by email of their obligations to fill out FIF and the deadlines for the above-mentioned options. Such notification and reminders when the deadline nears shall come from the IDEA Administrative Liaison.

(d) TIMING OF ADMINISTRATION:

(i) **In person:** Course evaluations by IDEA and the SCI shall be administered during the last week of a Sub-term course or Summer Session course; and during the last two weeks of a full-term Spring semester course. During the Fall semester, in-class course evaluations will be administered between the Withdrawal deadline and two weeks prior to the last official day of classes. The exact date of administration shall be at the discretion of the faculty member teaching the course.

(ii) **Online:** During any semester, the window for online evaluations shall be two weeks, and shall be completed no later than the last day of semester. The parties agree that it is difficult to define a window for online administration that satisfies conflicting needs: Faculty want a shorter window in order to have control of the timing of student evaluations as they do when they administer in-class; however, the longer the window, the higher the response rate seems to be. For this reason, the parties agree to re-visit the current compromise should the College move towards all-online-administration of student evaluations.

6. TRANSMISSION OF RESULTS: IDEA scores and analysis shall be forwarded to the individual faculty within five working days of the time the College receives the analysis from IDEA. Copies of the SCI shall be forwarded to the individual faculty at the same time as IDEA results.

7. DATA COLLECTION: The College will not use any analysis of the data derived from IDEA results for the purposes of evaluating individual faculty members without consultation and agreement of the SFT. The College agrees that it will notify the SFT of any other uses of data that might bear on terms and conditions of employment.

8. LIAISONS:

(a) There will be a designated faculty liaison to advise faculty regarding IDEA and SCI procedures and deadlines, and to work with the Administrative Liaison to resolve problems involving the administration of IDEA. The Liaison will work with the

Director of the Institute of Faculty Development. While the Liaison and Director may write Peer Evaluations of Teaching, neither will write peer letters of recommendation for faculty files in their capacity as IDEA Liaison or Director, but both may participate in their respective program faculty evaluation processes and sign program letters.

(b) The College agrees to designate a member of the College staff or administration to serve as official liaison with IDEA. It shall be the responsibility of the IDEA liaison to send and receive communications from IDEA to and from the College and individual faculty members, and to oversee the administration of IDEA evaluations.

9. SPECIAL APPEALS: In the event that any faculty member has an extraordinary reason to deviate from the agreed-on procedure, s/he may appeal for special consideration to the LIAISONS. Liaisons shall notify the SFT and administration of the nature of the problem addressed. Unless the problem is identified as one requiring negotiation, final decisions to grant the deviation from normal procedure shall rest with the LIAISONS.

11. DURATION: This Agreement will be revisited in five years unless the parties agree to revisit sooner.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this _____ day of _____, 2012.

For Richard Stockton College

For the Stockton Federation of Teachers

Herman J. Saatkamp, President

Tim Haresign, President