

**MEMORANDUM OF AGREEMENT REACHED 8/24/06 REGARDING  
IMPLEMENTATION OF CHANGE IN EVALUATION OF TEACHING**

1. The College and SFT agree that IDEA should be used in place of the SET as the instrument to capture student evaluation of teaching.
2. The transition from the SET to IDEA as the formal instrument for student evaluation of teaching will begin in Fall 06 according to the timetable described in the chart below.

| FACULTY                          | F 06       | S 07       | F 07  | S 08  | F 09--<br>forever |
|----------------------------------|------------|------------|-------|-------|-------------------|
| Hired F 06                       | IDEA       | IDEA       | IDEA  | IDEA  | IDEA              |
| Tenured Faculty                  | TRANSITION | TRANSITION | IDEA  | IDEA  | IDEA              |
| Faculty in Year 2                | TRANSITION | TRANSITION | IDEA  | IDEA  | IDEA              |
| Faculty in Year 3<br>(EXCEPTION) | TRANSITION | TRANSITION | ELECT | ELECT | IDEA              |
| Faculty in Year 4                | TRANSITION | TRANSITION | IDEA  | IDEA  | IDEA              |

**IDEA:** Indicates that faculty members evaluate ALL courses using IDEA. Results are returned to faculty member and are used for multiple purposes, including for evaluation of Teaching.

**TRANSITION FOR FULLTIME TENURED AND TENURE TRACK FACULTY:** Indicates that faculty members elect one course per semester to be evaluated using IDEA. Results are returned to faculty member and to Dean, and are not used for purposes of evaluation. All other courses are evaluated during the Transition by SETS. SETS will be used for multiple purposes, including evaluation of teaching. After the transitional year, faculty will evaluate ALL courses using IDEA. Results are returned to the faculty member and are used for multiple purposes, including evaluation of Teaching.

**TRANSITION FOR HALF-TIME FACULTY:** Half time faculty shall administer IDEA in any one course taught in either F 06 or S 07. Results are returned to faculty member and to Dean, and are not used for purposes of evaluation. All other courses are evaluated during the Transition by SETS. SETS will be used for multiple purposes, including evaluation of teaching. After the transitional year, (i.e. beginning F 07) half-time faculty will evaluate ALL courses using IDEA. Results are returned to the faculty member and are used for multiple purposes, including evaluation of Teaching.

**TRANSITION FOR ADJUNCT FACULTY:** All adjunct faculty will administer the SETs in all courses taught during F 06. A special training session in the use of IDEA will be set up for adjunct faculty, who will also be advised that there are videotapes available of the May 2006 workshop. Beginning S 07, adjunct faculty will evaluate ALL courses using IDEA. Results are returned to the faculty member and are used for multiple purposes, including evaluation of Teaching.

**EXCEPTIONS:** Faculty members who are in their third year of service in F 06 may elect to be treated as an “exception,” by notifying their Dean prior to the end of the first week of classes in F 07. Exceptions are allowed to continue using SETs to evaluate their teaching until awarded/denied tenure in the Fall of their fifth year at Stockton. Those who elect to continue using SETs must do so in all their classes, and SETs will be used for multiple purposes, including evaluation of teaching until awarded/denied tenure. Those who do not indicate that they want to be treated as an Exception shall administer IDEA in all of their classes. IDEA results will be returned to the faculty member and used for multiple purposes including evaluation of teaching

### **3. NOTIFICATIONS DURING TRANSITION**

(a) During this transition, Divisional Deans will give written notice to all faculty that each faculty member should determine the course to which s/he intends to administer IDEA in F 06 and communicate that choice in writing or by email to the Dean no later than September 29 (two weeks after the scheduled workshop on IDEA). The notice should explain that all other courses will be evaluated using SETs. It should also advise faculty that there will be an IDEA workshop offered on September 14, 2006, and that the College also has videotapes of the IDEA workshop offered in May, 2006. Finally, said notice should advise faculty that a failure to communicate an “IDEA course selection” for the F 06 transition to the Dean by September 29 will result in a “default selection” of the faculty member’s course which meets first during a normal Monday-Friday academic week as the course to be used for IDEA.

(b) Similar notice will be sent to all faculty along with the results of their F 06 IDEA evaluation-returns, indicating that faculty have two weeks from receipt of F 06 IDEA evaluation-returns to select a Spring 07 course for IDEA, and to communicate that selection to the Dean. As in the Fall, a failure to communicate a faculty member’s selection to the Dean by the due date will result in a similar “default selection.”

(c) The default selection for all faculty will be that IDEA will be administered in whichever course he/she teaches earliest in the regular school week. i.e. earliest Monday morning (afternoon, or evening) course for those teaching on Monday; Tuesday morning or earliest Tuesday afternoon course for those teaching on Tuesday, etc. All later courses will be evaluated using SETs.

### **4. NON CLASS COURSES:**

Faculty teaching non-class courses (independent studies, tutorials) have the option to ask students to evaluate their course using IDEA.

### **5. LIAISONS:**

(a) The Director of the Institute for Faculty Development shall be designated a faculty liaison to provide expertise to faculty and evaluators on the uses and abuses of IDEA, teaching portfolios and other methods of evaluating teaching. The Director will not write

evaluations for faculty files as Director, but may participate in his/her program faculty evaluation process 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.

## **6. LOGISTICS OF ADMINISTERING IDEA**

(a) **MODE OF ADMINISTRATION:** IDEA will be administered online to those Courses taught via Distance Education. All class room courses will administer IDEA in the classroom, following the safeguards previously agreed to for SET administration.

(b) **TIMING:** SETs and IDEA course evaluations shall be administered during the last two weeks of a full-semester course, and during the last week of a sub-term or summer school course. The exact date shall be in the discretion of the faculty teaching the course.

(c) **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.

## **7. DATA COLLECTION**

The College will not use any analysis of data derived from IDEA results for 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. FOLLOW UP**

After three years, the College, SFT and Faculty Assembly will re-evaluate the effectiveness of the new system, including the mode of administration, and recommend changes if needed.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

For Richard Stockton College

For the Stockton Federation of Teachers

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Herman J. Saatkamp, President

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Michael Frank, President