




University at Buffalo
The State University of New York

Office of the President

September 26, 2016

MEMORANDUM

To: Provost and Executive Vice President Charles Zukoski
Vice Presidents
Vice Provosts
Deans
Department Chairs
Chair, Faculty Senate
Chair, Professional Staff Senate
The Reporter
The Spectrum

From: Satish K. Tripathi 
President

RE: Amendment to Faculty Handbook on Teaching Assessment and Improvement

Dear Colleagues:

After careful review and with the recommendation of our Provost and our Faculty Senate, it is my pleasure to approve and promulgate an amendment to item III.F of the Faculty Handbook on Teaching Assessment and Improvement. Enclosed is the new policy as approved by the Faculty Senate at its April 5, 2016 meeting.

My thanks to all who were involved in the development of this amended policy. Please share this document with faculty and staff in your area as appropriate.

Enclosure



University at Buffalo
The State University of New York

Faculty Senate

July 25, 2016

President Satish Tripathi
501 Capen Hall
University at Buffalo

Dear President Tripathi

On behalf of the University at Buffalo Faculty Senate, it is my pleasure to present to you the Resolution and Recommendations to amend item III.F of the Faculty Handbook on Teaching Assessment and Improvement. This resolution of acceptance was voted and passed at the Faculty Senate meeting on April 5, 2016.

The Faculty Senate recommends promulgation to amend item III.F of the Faculty Handbook on Teaching Assessment and Improvement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Philip L. Glick'.

Philip L. Glick, MD MBA
Chair, Faculty Senate

Attachment: III.F of the Faculty Handbook on Teaching Assessment and Improvement.

xc: Charles Zukoski, Provost
Robert Granfield, Vice Provost for Faculty Affairs
Xiufeng Liu, Professor and Director of Center for Educational Innovation

Proposed resolution for replacement of Item III.F. of the Faculty Handbook on Teaching Assessment and Improvement.

Whereas, The UB Course Evaluation Advisory Committee reaffirms the University at Buffalo's recognition of the importance of quality teaching to the university's overall mission; and

Whereas, In the Fall of 2014 UB introduced a new campus-wide course evaluation system; and

Whereas, the UB Faculty Senate approved the use of this new evaluation system;

Resolved, That the statement below replace Item III.F. of the Faculty Handbook on Teaching Assessment and Improvement.

1. Each department or school should assume a central role in teaching evaluation. Teaching should be judged by evidence from multiple sources such as peer evaluation, learning outcomes assessment, sample student work and support letters, teaching portfolios and teaching evaluation by students. Teaching evaluation by students, including the quantitative results of student evaluations, should be an integral part of the evaluation of faculty for reappointment, promotion and tenure.
2. The quantitative results of student evaluation of core items from both the university-wide course evaluation system and unit course evaluation (prior to fall 2014) should be included in tenure dossiers and presented in a standardized summary or tabular form, with an analysis of the summary as part of the Chair's or Dean's letter. Averaged results, based on data from the department or school, should be presented as a basis for comparing the candidate's individual teaching effectiveness with other faculty in the department or school.
3. Interpretation of quantitative results of student evaluation at all levels should take the size of the course and the response rate into consideration. Because representativeness of a sample of student responses depends on the size of course enrollment, degree of error tolerance, and level of statistical confidence, a guideline should be in place at the department or school to define the required response rates by class size commensurate with the purpose of evaluation.
4. All courses with an enrollment of 5 or more students should be evaluated using the university-wide course evaluation. Department Chairs/deans and faculty should make efforts to encourage students to complete the course evaluation. Course syllabi should include a statement that reminds students of their responsibility to participate in the course evaluation process in order to support the continuous improvement of UB courses. Faculty should remind students of this responsibility when the course evaluation period begins.
5. Department Chairs or deans should ensure review (at least annually) of the results of student evaluations for each faculty member in order to provide faculty with the opportunity and mentorship to improve their teaching.
6. The University at Buffalo has ownership of data from the student evaluations of courses. The university may release quantitative evaluation results of core items for the courses that exceed the set minimum response rates to students with password protected access

This motion may be passed as a resolution of the Faculty Senate by a majority vote of the Faculty Senate. It must be presented at two Faculty Senate meetings unless the Chair determines that it is a matter of urgency, in which case this must be noted in the Faculty Senate minutes.