

October 23, 2020

TO: SENATE FACULTY
DIVISIONAL DEANS
DEPARTMENT CHAIRS
DEPARTMENT MANAGERS

FROM: Committee on Teaching Chair Maureen Callanan
Committee on Academic Personnel Chair Junko Ito

Summary Teaching Tables for 2020-21 Personnel Actions

Dear Colleagues:

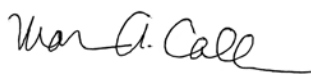
As Chairs of the Committees on Teaching (COT) and on Academic Personnel (CAP), we write to follow up on the [October 8th 2020 CP/EVC and CAP Annual Memo](#) to clarify the status of the summary teaching table submitted in personnel files, which is utilized by every level of review including department, deans, CAP, and other final authority administrators.

As explained in detail in the [January 15th, 2020](#) letter, the “overall effectiveness” item has been dropped from the Student Experience of Teaching (SET) surveys as of June 30, 2019, as part of COT’s efforts to shift the focus on teaching evaluation toward a more developmental approach. The “overall effectiveness” item was dropped because evidence shows such global items to be more prone to bias in students’ responses (e.g., by gender, ethnicity, age of instructor) than are more specific and experience-based items.

Teaching tables will now use item #6 “The instructor communicated and explained concepts effectively” instead. This means that for 2020-21 personnel actions, the teaching table will consist of two parts: one through Spring 2019 (with the overall teaching effectiveness question) and one for Fall 2019 through Spring 2020 (with question #6). Attached below, we provide sample teaching tables for a two-year review period from 7/1/18 to 6/30/20. Other possible formats are acceptable, as long as the information for both periods is included.

CAP and COT will be working in close consultation with the Center for Innovations in Teaching and Learning (CITL), to determine how the new SETs platform, [BLUE](#) (which will enable automatic generation of teaching tables) can be effectively utilized for future personnel actions (2021-22 and beyond).

Sincerely,



Maureen Callanan, Chair
Committee on Teaching

Sincerely,



Junko Ito, Chair
Committee on Academic Personnel

cc: Jody Greene, Associate Vice Provost for Teaching and Learning
Rebecca Peet, System Analyst, Information Technology Services
David Brundage, Chair, Academic Senate
Herbert Lee, Vice Provost for Academic Affairs
Grace McClintock, Assistant Vice Provost for Academic Affairs

Sample teaching tables for a two-year review period from 7/1/18 to 6/30/20.

Sample 1:

2018-19: Teaching Overall Effectiveness

| Class # | Qtr | Enrl lmt | Resp. Rate | % Poor | % Fair | % Satisfactory | % Very Good | % Excellent |
|----------|-----|-------------|---------------|-----------|-----------|-------------------|----------------|----------------|
| CITL 050 | F18 | | | | | | | |
| CITL 101 | W19 | | | | | | | |
| CITL 101 | S19 | | | | | | | |
| CITL 226 | S19 | | | | | | | |

2019-20 SET question #6: "The instructor communicated clearly and explained concepts effectively."

| Class# | Qtr | Enrl lmt | Resp. Rate | % Never | % Occasion ally | % Somewhat frequently | % Frequent ly | % Very frequently |
|----------|-----|-------------|---------------|------------|-----------------------|-----------------------------|---------------------|-------------------------|
| CITL 080 | F19 | | | | | | | |
| CITL 101 | W20 | | | | | | | |
| CITL 211 | F19 | | | | | | | |
| CITL 211 | S20 | | | | | | | |

Sample 2: One table including both 2018-19 teaching overall effectiveness and 2019-20 SET question #6: "The instructor communicated clearly and explained concepts effectively," *the latter in italicized bold.*

| 2018-19: Teaching Overall Effectiveness | | | | % Poor | % Fair | % Satisfactory | % Very Good | % Excellent |
|--|------------|-------------|--------------|-------------------|-------------------------------|-------------------------------------|-----------------------------|---------------------------------|
| 2019-20 SET question #6: "The instructor communicated clearly and explained concepts effectively." | | | | % <i>Never</i> | % <i>Occasio nally</i> | % <i>Somewhat frequently</i> | % <i>Freque ntly</i> | % <i>Very frequently</i> |
| Class # | Qtr | Enrl lmt | Resp Rate | | | | | |
| CITL 050 | F18 | | | | | | | |
| <i>CITL 080</i> | <i>F19</i> | | | | | | | |
| CITL 101 | W19 | | | | | | | |
| CITL 101 | S19 | | | | | | | |
| <i>CITL 101</i> | <i>W20</i> | | | | | | | |
| <i>CITL 211</i> | <i>F19</i> | | | | | | | |
| <i>CITL 211</i> | <i>S20</i> | | | | | | | |
| CITL 226 | S19 | | | | | | | |