

COMMITTEE ON ACADEMIC PERSONNEL
Teaching Evaluation and CAP Top Ten Lists

To: Academic Senate, Santa Cruz Division

In recent years, CAP has created lists of “tips” for preparing personnel files: one for faculty, and one for divisional deans and departmental chairs. Last spring, CAP revised its Top Ten Tips for Faculty. This year the committee is happy to announce that its memo, CAP’s Top Ten List of Tips for Personnel Files for Chairs and Deans, was divided into two separate documents: CAP’s Tips for Department Chairs,¹ and CAP’s Suggestions to Deans Regarding Letters for Major Actions.² The Tips for Department Chairs has been greatly expanded, offering suggestions both for reviewing the file as well as writing effective letters. All three lists may be found on the CAP webpage³ located on the Academic Senate website.

In light of recent and prominent research regarding the potential inequities and biases that may be associated with student teaching evaluations and the evaluation process itself, CAP would like to take the opportunity to emphasize that the Academic Personnel Manual (APM) requires more than one kind of evidence of teaching effectiveness in each review file.⁴ Additional types of evidence of teaching effectiveness include: the opinions of faculty members based on class visitations or public lectures; departmental review of syllabi, exams, assignments, and other materials; the number and caliber of students mentored by the candidate; and the development of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction. Because mentoring of students at all levels is a critical aspect of teaching, mentorship should be explicitly evaluated by the department. CAP encourages those preparing personnel files to embrace a multi-pronged approach in the evaluation of teaching.

Respectfully submitted;
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¹ http://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/CAPTips_Chairs_021816.pdf

² http://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/CAPDeanLetterSuggestions_021816.pdf

³ <http://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/index.html>

⁴ [APM 210-1.d.1](#) – Criteria for Appointment, Promotion, and Appraisal, Teaching