

TO: PROVOST ROBERT JONES

FROM: MARY BETH KURZ

FACULTY MANUAL EDITORIAL CONSULTANT

DATE: _____

RE: FACULTY MANUAL CHANGE, _____

The Faculty Senate approved the referenced Faculty Manual changes on _____
for inclusion in the *Faculty Manual*.

I am including the following:

Upon receiving your approval for all the pending changes they will be incorporated into the 2023-2024 *Faculty Manual*.

Please indicate your approval or desire for revision below. Further, please indicate whether this change requires approval by the Board of Trustees.

Robert J. Jones

Provost Approval

Board of Trustees Approval needed?

Revisions Needed

If revisions are needed, please follow up by email to mkurz@clemson.edu



1
2 **FACULTY SENATE RESOLUTION 202203**

3
4 **Policy Committee Approval: September 20, 2022**

5 **Faculty Senate Consideration: October 11, 2022**

6
7 **Topic:** "Evaluation of Teaching Effectiveness"

8
9 **Whereas**, Clemson University makes provision for faculty participation in
10 planning, policymaking, and decision-making with regard to academic
11 matters; and

12
13 **Whereas**, the University also provides for such participation in matters of
14 faculty welfare and general university concern; and

15
16 **Whereas**, the *Faculty Manual* indicates student instruction and course
17 evaluation is integral to the procedures for annual performance evaluation,
18 Procedures for Reappointment, Tenure, and Promotion, and Teaching
19 Practices; and

20
21 **Whereas**, Scholastic Policies Committee Reports 201901 and 202001,
22 adopted by the Faculty Senate on January 11, 2021, without objection,
23 recommended changes to the *Faculty Manual* to specify that evaluations of
24 teaching effectiveness must not be conducted solely on the basis of
25 instruction and course evaluation forms completed by students; and

26
27 **Whereas**, four amendments to the *Faculty Manual* must be made in order to
28 effect the recommendations of SPCR201901; it is therefore

29
30 **Resolved**, that *Faculty Manual* Chapter V§E2e be amended to **strike** the
31 paragraph "Student evaluations of teaching must be incorporated into the
32 evaluation of teaching faculty, as indicated in APPENDIX C BEST PRACTICES
33 FOR A PERFORMANCE REVIEW FOR FACULTY." and **insert** the paragraph
34 "Evaluations of teaching must include feedback from instruction and course
35 evaluation forms completed by students and comply with [Chapter VI§F2K.]
36 No single quantifier from these forms (e.g., the mean of means or an
37 individual summative question) may substitute for a wide-ranging review of
38 the responses."; and it is
39

40 **Resolved**, that *Faculty Manual* Chapter V§D1Ai be amended to **insert** the
41 words “comply with the Faculty Manual and” after the word “must” and
42 before the word “incorporate”; and it is

43
44 **Resolved**, that *Faculty Manual* Chapter VI§F2k be amended to **insert**
45 “Incorporating” before “Evidence of Student Learning in Evaluation of Faculty
46 Teaching is” and “part of” before “an important process requiring a multi-
47 faceted approach.”; and it is

48
49 **Resolved**, that *Faculty Manual* Chapter VI§F2ki be amended to **strike** the
50 sentence “Research supports the use of multiple sources of evidence in
51 evaluation, and effective evaluations should include at least three of the
52 following:” and **insert** “In addition to feedback from instruction and course
53 evaluation forms completed by students, Evaluations of Teaching must
54 include at least two of the following:”.

55
56 *This resolution will become effective upon approval by the Clemson*
57 *University Executive Vice President for Academic Affairs and Provost and*
58 *publication in the Faculty Manual.*

59
60 **Final Proposed Language**

61
62 Procedures for Annual Performance Evaluation

63 V§E2e Student evaluations of teaching must be incorporated into the evaluation of
64 teaching faculty, as indicated in APPENDIX C BEST PRACTICES FOR A
65 PERFORMANCE REVIEW FOR FACULTY. ***Evaluations of teaching must include***
66 ***feedback from instruction and course evaluation forms completed by students***
67 ***and comply with [Chapter VI§F2K.] No single quantifier from these forms (e.g., the***
68 ***mean of means or an individual summative question) may substitute for a wide-***
69 ***ranging review of the responses.***¹

70
71 Procedures for Reappointment, Tenure, and Promotion

72 V§D1Ai. These written procedures must ***comply with the Faculty Manual and***
73 ***incorporate attention to “Best Practices for a Performance Review System for Faculty”***
74 ***in APPENDIX C BEST PRACTICES FOR A PERFORMANCE REVIEW FOR***
75 ***FACULTY.***²

76
77 Teaching Practices

78 VI§F2k. ***Incorporating*** Evidence of Student Learning in Evaluation of Faculty Teaching
79 is ***part of*** an important process requiring a multi-faceted approach.

¹ Clemson University Faculty Manual, 2022, p. 50

² Clemson University Faculty Manual, 2022, p. 46

80 i. ~~Research supports the use of multiple sources of evidence in evaluation, and~~
81 ~~effective evaluations should include at least three of the following:~~ ***In addition to***
82 ***feedback from instruction and course evaluation forms completed by students,***
83 ***Evaluations of Teaching must include at least two of the following:***
84 (1) Evidence-based measurements of student learning (such as pre- and post-testing
85 or student work samples) that meet defined student learning outcomes;
86 (2) Evaluation (by peers and/or administrators) of course materials, learning
87 objectives, and examinations;
88 (3) In-class visitation by peers and/or administrators;
89 (4) A statement by the faculty member describing the faculty member's methods
90 and/or a teaching philosophy
91 (5) Exit interview/surveys with current graduates/alumni;
92 (6) Additional criteria as appropriate for the discipline and degree level of the students;
93 (7) A statement by the faculty member of methods or philosophy that also describes
94 and documents how feedback from student rating of course experiences or evaluation
95 instruments above were used to improve teaching.³
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³ Clemson University Faculty Manual, 2022, pp. 67-68