

## Memorandum of Agreement Regarding Procedures for Use of Instruments for the Student Evaluation of Teaching

### Preamble:

Prior Memoranda of Agreements have governed the procedures for conducting student evaluations of teaching at Stockton. Those MOAs specified a commitment to foster best practices in the use of student evaluations while taking the University's procedures and timetables for personnel review into account.

Stockton has used the commercial IDEA Legacy Instrument, hereafter called IDEA (see <http://www.ideaedu.org/>), for the student ratings of instruction since 2006. In the fall of 2016, a campus survey of teaching faculty sought feedback on the IDEA Instrument and the Stockton Small Class Instrument (SCI), modeled on IDEA. Teaching faculty rated these two instruments very favorably. Further, teaching faculty made suggestions for improvements to the procedures.

As a result of input from the Faculty Senate, the SFT, and the Administration, the University and the SFT agree to the following newer procedures for the use of IDEA and the Stockton-designed Small Class Instrument for student evaluation of teaching.

IDEA Legacy allows for both in-class (paper) surveys and online surveys (synchronous or asynchronous). Faculty are advised that the response rate for students who do online evaluations is generally lower than the in-class response rate; this could negatively impact ratings and reliability. Therefore, untenured faculty are advised to consult with the Faculty IDEA liaison and Institute for Faculty Development before deciding to administer IDEA online.

**Definitions:** The following definitions apply for the purposes of this Memorandum of Agreement only.

*Academic Year:* At Stockton the academic year consists of two semesters: fall semester and spring semester.

*IDEA Instrument:* The commercial evaluation instrument now termed IDEA Legacy, which as of this MOA contains options for paper and online administration.

*Small Class Instrument:* A Stockton-designed form similar to the faculty information form for IDEA that lists the same twelve objectives with instructions that read:

"Using the scale provided, identify the relevance of each of the twelve objectives to this course. As a general rule, prioritize what you want students to learn by selecting no more than 3-5 objectives as either Important or Essential. (Scale: M = Minor or No Importance; I = Important; E = Essential.)"

*Student Optional Comments:* A page on the reverse side of IDEA and SCI for optional comments.

*Course:* A course is a credit-based instructional experience valued at two (2) or more credits (SCH), and includes the following five (5) options:

1. *Regular Course:* A course in which two-thirds or more instructional time is face-to-face.
2. *Online/Distance course:* A course in which more than two-thirds of the course instructional time, content delivery, and/or communication between student and professor and among students is facilitated via technology that allows students to physically separate from the instructor and each other. Communication may take place asynchronously (such as via online discussions) or synchronously (such as via Blackboard Collaborate live videoconference).
3. *Hybrid Course:* A course in which between one-third and two-thirds of course instructional time, content delivery, and/or communication between student and professor and among students is facilitated via technology that allows students to be physically separate from the instructor and each other.
4. *Off-site Course:* A course in which a majority of class sessions are offered at an instructional site other than the main (Galloway) campus of Stockton University.
5. *Non-Classroom Course:* A credit-based course with faculty supervision of students in an internship, independent study, tutorial, thesis, dissertation, practicum, clinical fieldwork, or equivalent.

#### **1. Selected Evaluation Instrument(s)**

- Courses (defined as one of the five options above) with 15 or fewer students enrolled on the Census date shall use the SCI.
- Courses (defined as one of the five options above) with greater than 15 students enrolled on the Census date shall use the IDEA form.
- All courses evaluated shall use a Student Optional Comments page (currently the reverse side of the IDEA form).

#### **2. Frequency of Course Evaluation**

All faculty should select a pattern of courses that will demonstrate effectiveness across the full range of their teaching responsibilities. For most faculty, this will mean at least one program course each semester (fall and spring) and at least one General Studies course each year. Faculty members who are not teaching a General Studies course will instead evaluate an

additional program course over the course of the year; faculty members who teach more than two General Studies courses in a year may evaluate more General Studies courses than program courses.

**Non-tenured faculty:**

Non-tenured faculty (including adjunct and part-time faculty and visiting faculty hired pursuant to XIII-D and XIII-0) will evaluate all of their courses every semester, term, and sub-term during the academic year. Non-tenured faculty may opt to administer IDEA in the summer sessions/term, but the faculty member owns the results and may choose to include or exclude them from their evaluation file. Thus, the default option for the summer sessions/term is opt out.

**Tenured faculty:**

Tenured faculty are required to evaluate at least half of their courses/course load within an academic year. (Examples that meet the intention of evaluating half are: (1) a faculty member teaching full-time (24 TCH) would evaluate at least 12 TCH; (2) A full-time faculty member teaching 12 TCH with release time would evaluate at least 6 TCH; In cases where all courses are 4 TCHs each, this would result in 2 courses (8 TCH) being evaluated; (3) A part-time faculty member teaching 12 TCH would evaluate at least 6 TCH; Again, in cases where all courses are 4 TCH, this would result in 2 courses (8 TCH) being evaluated.

Tenured faculty need to be mindful to have sufficient course evaluations if they are planning to assemble a file to apply for promotion or range adjustment. In other words, all faculty should select a pattern of courses that will demonstrate effectiveness across the full range of their teaching responsibilities.

**Team-taught courses:**

At the current time, IDEA does not have a mechanism for a team teaching administrative protocol. Until such time as they do, the evaluation instrument shall be the Small Class Instrument. In addition, students will be supplied a cover sheet of instructions that includes specific directions about how to complete the SCI to include comments about each instructor. The instructions will be drafted by the University with feedback from the SFT.

In team-taught semester-long or term-long courses instructed by two faculty members, the SCI needs to list both faculty names and be administered as one survey, with the same instructional objectives selected. Further, tenured faculty team-teaching with an untenured faculty member may not opt out of the team-taught course. In cases where a tenured faculty is team-teaching with a tenured faculty member, both must opt out or opt in.

In courses with modules or units taught by more than two faculty members (e.g., DPT courses), the intent of this MOA is to use the SCI as the instrument for instructors completing a particular

unit that they taught, with proper instructions provided to students. This could mean students are surveying a faculty member as early as first month of the course. Administrative protocol must allow this to happen (e.g. with objectives selected by DPT faculty as a whole.) Instructional faculty must always have the ability to add optional questions to the instrument and it must include a Student Optional Comments page. Academic programs are advised to consider the course objectives and learning objectives collaboratively.

#### **Non-Classroom courses, with exceptions:**

To preserve the anonymity of students, Non-Classroom courses shall not participate in the formal evaluation process under this agreement unless expressly covered by exceptions outlined by an approval process below.

Some professional programs with credit-based clinical fieldwork, internships, or equivalent who employ faculty whose teaching responsibilities within their normal workload include such courses may wish to have those courses evaluated. This MOA specifies the following procedure for the approval of selecting non-classroom courses for inclusion. Normally, such inclusions will apply to non-classroom courses with more than 8 students enrolled.

- Within one year of signing this agreement, Schools and/or programs with individualized needs to include a non-classroom course(s) in the administration of student evaluations of teaching will specify those in a written memo addressed to the Provost, who will share the memo with the SFT President and Chief Negotiator. The memo will contain, for example: information about the non-classroom course and its relationship to the curriculum; the justification for including the non-classroom course under this MOA; and the role of the faculty instructor for the non-classroom course.
- The Administration and the SFT will then negotiate an initial list of non-classroom courses to be covered by this agreement. The negotiated list will serve as an official Addendum to the Memorandum of Agreement Regarding Procedures for Use of Instruments for the Student Evaluation of Teaching. The negotiated and signed Addendum will be published alongside this MOA.
- In subsequent years, such applications for new additions as well as removals of courses/instructors will be completed by December 31 of each year, jointly negotiated, with an intention to take effect by the following September 1. The negotiated and signed Addenda will also be published alongside others.

### **3. Notification, Liaisons, and Deadlines for Faculty in the Administration Process**

There will be a designated Faculty Liaison to advise faculty regarding procedures and deadlines. The Faculty Liaison will work with the Director of the Institute of Faculty Development. While the Faculty Liaison and IFD Director may write Peer Observations of Teaching, neither will write peer letters of recommendation for faculty files in their capacity as Faculty Liaison or Director, but both may participate in their respective program faculty evaluation processes and sign program letters.

The University agrees to designate a member of the University staff to serve as Staff Liaison. It shall be the responsibility of the IDEA liaison to send and receive communications from IDEA to and from the University and individual faculty members, and to oversee the administration of evaluations.

All faculty, including adjunct faculty, shall be notified by email of their obligations to elect their options and complete the faculty information forms and the relevant deadlines. Such notification and reminders when the deadline nears shall come jointly from the liaisons.

Faculty shall select both (a) which courses to evaluate and (b) the course objectives by the end of the first preceptorial advising day each semester and/or exercise their right to opt out. Faculty who fail to do so by this deadline shall be covered under a default option, defined as: (a) common objectives selected by the program for a program course or common General Studies objectives selected by the G committee; and (b) the online administration of the instrument.

The faculty member, and only the faculty member, may change their options and/or opt out by the deadline.

Programs (including General Studies) are encouraged to choose default objectives for program courses. In a rare case where a faculty member did not select course objectives, the program's objectives will be used.

If faculty teaching summer courses elect to opt into evaluations (the default option is opt out), they shall select both (a) which courses to evaluate and (b) the course objectives by the end of the second week of the summer term.

#### **4. Logistics of Administration**

##### **Period of administration:**

Course evaluations shall be administered or available online during the last 14 calendar days of a full-term Fall or Spring semester course (not including the final exam/projects week) and the last 14 calendar days of a sub-term course or Summer Session course. The exact date of administration shall be at the discretion of the faculty member teaching the course. The intent of this is to allow faculty at least two opportunities to meet a class covered by the administration period. Faculty who request exceptions to this administration period may appeal jointly to the Faculty Liaison and Staff Liaison who shall reply within two business days and supply the reason.

##### **Faculty choice of administration procedure:**

- Faculty using IDEA in regular courses shall administer evaluations in person or online,

the faculty member's choice.

- Faculty using the SCI in regular courses shall administer student evaluations in person or online, the faculty member's choice.
- Faculty teaching online courses shall administer IDEA or SCI student evaluations online.
- Faculty in hybrid courses shall administer evaluations in person or online, the faculty member's choice.
- Faculty teaching at a Stockton instructional site that is not the main Galloway campus and faculty teaching weekend classes shall work with their Dean to ensure that the faculty member's evaluation administration choice is honored and that the process complies with University procedures for protection of student anonymity.
- In cases where the faculty member does not select an administration option by the published deadline, the administration shall default to online.
- In the case that the IDEA paper option becomes unavailable from the vendor, the University and the SFT shall negotiate an addendum to this MOA or a replacement MOA. The intent would be to work collaboratively toward a process whereby faculty can opt for the student evaluations of teaching to be conducted synchronously in a classroom or lab classroom through the use of University iPads, laptops, smart phones, or desktop Personal Computers.

## **5. Transmission and Use of Results**

Provided that faculty members have submitted their final grades for the semester of an administration period, the University shall transmit results to faculty with all deliberate speed. Specifically:

- For all faculty, copies of the summary results for each course using IDEA shall be delivered electronically to each faculty member within 15 days of the last date of the administration period.
- In cases where a faculty member is completing a file by a deadline listed on the personnel actions calendar, the Student Optional Comments and/or the SCI results shall be delivered electronically to the faculty member within 15 calendar days of the file closing date.
- For faculty not undergoing review, copies of the SCI results shall be delivered electronically within 30 days of the administration period.
- For faculty not undergoing review, access to the IDEA Student Optional Comments will be available in each School office within 30 days of the last date of the administration period.

The University shall not use any analysis of the data derived from IDEA or SCI results for the purposes of evaluating individual faculty members without consultation and agreement of the SFT. The University agrees that it will notify the SFT of any other uses of data that might bear on terms and conditions of employment.

**TERM OF AGREEMENT**


With the exception noted below, this Agreement shall remain in full force and effect from this date until June 30, 2021 unless modified by changes in the Master Agreement. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2021, or 60 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

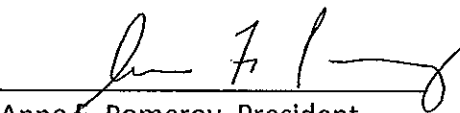
Exception: This MOA is drafted under the working assumption that IDEA will be the instrument chosen with consultation of the Faculty Senate through the shared governance process. We agree to return to the negotiations table within one semester if either occurs: (1) IDEA is not the selected university instrument; or (2) IDEA Legacy is entirely replaced with IDEA2 (the exclusively online instrument without a paper administration option.)

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 30<sup>th</sup> day of March, 2017.

For: Stockton University

For: The Stockton Federation of Teachers

  
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Harvey Kesselman, President

  
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Anne F. Pomeroy, President