

MEMORANDUM OF AGREEMENT

AMENDMENTS TO MOAs of 8/24/06, 12/23/08, and 6/18/10

REGARDING USE OF IDEA FOR EVALUATION OF TEACHING

In order to better foster best practices in the use of IDEA and The Small Class Instrument, and taking the College's Procedures and timetables for personnel review into account, the College and SFT agree to the following changes in the use of these formal instruments for students to evaluate teaching (hereinafter referred to as "FISSET.")

1. FREQUENCY OF FISSET:

- A. **FACULTY IN TRANSITION TO RETIREMENT**, including those who have surrendered tenure, shall be treated the same as tenured faculty with regard to the procedures and options for formal student evaluation of teaching.
- B. **FACULTY COURSE COORDINATORS**: Where a faculty member is the instructor of record for a course that s/he coordinates, but the actual teaching/oversight is done by someone else or there is so little instruction or oversight provided by the instructor of record that students cannot reasonably be expected to evaluate him/her, there will be no FISSET of the instructor of record. Examples include certain Practicum, Clinical, Field work, internship courses.

2. COURSES TAUGHT BY MULTIPLE FACULTY.

- A. In order to be formally evaluated by students, a teacher must be the instructor of record.
- B. Faculty who teach one or more modules of a multi-module course will administer FISSET at the end of each module. Exception: If the same faculty member teaches two or more consecutive modules, the faculty will administered FISSET at the end of his/her last module.
- C. Where two or more faculty team teach a course and all are instructors of record, the faculty have several options:
 - (a) Tenured faculty eligible to opt-out of administering FISSET in the class may elect to opt-out of administering FISSET in the team taught course.
 - (b) Where faculty are ineligible to opt out, or elect not to opt out, all students shall evaluate all faculty.
- D. Whenever teachers create their own collaborative arrangements (e.g. cooperatively teaching two sections of the same course), any alternative

plan for Fiset must be submitted in writing within 72 hours of the end of add-drop. Fiset will then proceed in accordance with the written alternative plan.

3. GENS FACULTY:

The parties recognize that the distinction between "Program" and "General Studies" teaching that is used in earlier Agreements cannot be applied directly to faculty in the School of General Studies and perhaps to certain other faculty as well, whose contractual teaching loads do not match the typical model at the College. In most cases such faculty have a primary teaching area identified in their contracts (which will count as "Program courses" for them), and do a certain amount of teaching in other areas as well. Once tenured, GENS and other affected faculty in cooperation with their Deans will designate their "Program courses" on this basis.

Once the designation of PROGRAM COURSES has been made, the faculty member will be subject to the same rules as other tenured faculty (i.e. Students formally evaluate one PROGRAM course a semester, one non-program course per year. Where all courses taught are "PROGRAM" then a tenured faculty member must evaluate any 3 courses.) If a faculty member's teaching responsibilities change, a new designation should be made.

4. INACCURACIES IN DATA from Fiset: (e.g. failure to identify objectives).

Recognizing that some inaccuracies in data are inevitable, the following principles shall govern such errors.

- a. Faculty can always provide corrected data to the files they submit for review.
- b. If the data is inaccurate due to some fault on the part of the faculty member, it is his/her responsibility to correct it. The Institute for Faculty Development will provide assistance.
- c. IF the data is inaccurate due to some error beyond the faculty member's control, it should be corrected as soon as possible.
 - (i) If data can be fixed and corrected data provided to the faculty member at least two weeks prior to file closing, the corrected data needs to be included in a file where Fiset data is required.
 - (ii) If the data cannot be corrected within that time period, the faculty member may exclude the Fiset results from the current file only, and must include corrected data in future files that require Fiset. The faculty member will be sent a statement from the Office of the Provost that can be used in his/her file

in lieu of the data. The statement will indicate that Fiset data for the affected course(s) is not included because it's not accurate due to some system-error beyond the control of the affected faculty member. That statement will be sent to the faculty member who can choose to include it in his/her current file.

5. LOGISTICS OF ADMINISTRATION

Exceptions: Instructors in lab courses that end earlier than the end of the semester shall administer Fiset during the last two weeks of the lab course.

6. FACULTY SUBJECT TO FIVE-YEAR POST-TENURE ASSESSMENT:

The restriction on "opt-out" that did not permit tenured faculty to opt out during the year prior to a faculty member's five-year post-tenure review is hereby removed. Tenured faculty in that year may administer Fiset in a limited number of classes under the same rules as apply to other tenured faculty.

7. EXCEPTIONS AND APPEALS:

A. LAST MINUTE EXIGENCIES:

(a) Where an end-of-course exigency (e.g. illness, accident, birth, death in family) makes it impractical to evaluate using a paper evaluation (e.g., removes a faculty member from the classroom for the last few weeks of the semester), faculty may elect to administer student evaluations on line even if the deadline for choosing that option is passed and/or the faculty would not otherwise be eligible for such an election.

(b) Where such an exigency dramatically changes the class so that a significant portion is taught by another instructor, an appeal can be submitted to the **LIAISONS** who are authorized to waive the administration of Fiset and will do so in most cases.

B. OTHER EXCEPTIONS: faculty members will communicate to Liaisons for a decision. A list of past exceptions will become part of a local reference and serve as precedent for similar cases.

8. PILOT MODE OF ADMINISTRATION: The pilot established in the June 2010 MOA for AY 2010-2011 under which tenured faculty could choose to administer IDEA or the Small Class Instrument on line for any or all courses will be continued for AY 2011-2012 with the following two changes:

(a) Probationary faculty will also be eligible to participate in the pilot. They will however be alerted by the Institute for Faculty Development of the need to take into account concerns about participation rates in on-line administration. Probationary

faculty may elect on-line administration for one course per semester, in addition to any courses for which on-line administration is permitted under clause 2 (d) of the June 2010 MOA.

(b) The time period for on-line administration will be restricted to a five-day period that is toward the end of the semester but not in the final week of the semester. The exact dates will be agreed to by the College and SFT early in the Fall term.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 1st day of June, 2011.

For Richard Stockton College

For the Stockton Federation of Teachers



Herman J. Saatkamp, President



Tim Haresign, President