



Office of the Provost and VP for Academic Affairs

January 30, 2022

Subject: Class Student Evaluations Administered during Fall Semester 2021

Distribution: PAF, DRTPC Chairs, Department Chairs, Associate Deans, Deans, CRTPC Chairs, URTPC

Dear Reviewer:

The global coronavirus pandemic (COVID-19) has had a profound and deep impact on our professional and personal lives. In March 2020, Cal Poly Pomona rapidly moved its spring classes to virtual instruction to ensure the safety, health, and well-being of our campus community. This year 2021-22, the pandemic has continued to disrupt teaching and learning. At the start of fall 2021, the Delta variant emerged and many courses, that were scheduled to meet as hybrid courses, became largely online, and Omicron required that we have a virtual three week start to the spring term.

I understand that the remote teaching and learning environment created by COVID-19 requires that faculty apply new and innovative pedagogic approaches in an iterative manner to achieve the quality instruction they expect of themselves and aligned with the high-quality inclusive polytechnic educational experience we provide to our students. I acknowledge concerns raised by some faculty regarding the potential negative impact the pandemic and the continued reliance on virtual instruction has had on their teaching effectiveness and scholarship. The purpose of this letter is to ask that you, as reviewer/evaluator, take a holistic evaluation approach and consider the impact of transition to remote and virtual learning, abrupt implementation of online student evaluations of teaching, and restricted access to the campus on the faculty whose performance you are reviewing, as part of established campus review processes.

Acknowledging the impact of COVID-19, I would like to offer our faculty flexibility if they believe the teaching evaluations obtained during the fall 2021 and spring 2022 semesters do not correctly reflect their teaching effectiveness and commitment to quality education. To be in full compliance with the faculty contract and as governed by campus Policy 1329 (Student Evaluation of Teaching), student evaluations of all classes taught during fall 2021 and spring 2022 shall be placed in the faculty member's personnel action file (PAF). For review purposes, faculty members must include student evaluations for at least 50% (rounded up) of the class sections taught in these terms. However, in the spirit of continuous improvement and to identify strategies that support effective online teaching and learning, faculty are strongly encouraged to reflect on all of their student evaluations. For clarity, the table below shows the minimum number of student evaluations that must be included for each semester.

Number of Class Sections Taught (one semester)	Minimum Number of Evaluations to Include in Faculty Periodic Evaluations or Performance Reviews (one semester)
1	1
2	1
3	2
4	2
5	3
6	3

If you have any questions about this COVID-related guidance to faculty, please contact George Tejadilla, Executive Director of Academic Personnel (gtejadilla@cpp.edu).

Sincerely,

Iris S. Levine, DMA
Interim Provost and Vice President for Academic Affairs