

February 9, 2021

Subject: Class Student Evaluations Administered during Academic Year 2020-21

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. In summer 2020, we offered a suite of online and distance education training programs designed to better prepare faculty to be more effective teachers in online education. Nearly 80 percent of the faculty (tenure-line and lecturers) participated in one or more of these training programs. Currently, in academic year 2020-21, we continue to offer a predominately online and virtual class schedule and, in addition, most of the campus continues to work remotely.

I recognize and appreciate the determination and resiliency of Cal Poly Pomona faculty during these extraordinary times. 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 shift to virtual instruction back in March 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.

I concur with the faculty contract (Unit 3 Collective Bargaining Agreement) that student ratings of teaching effectiveness should not be used as the sole basis to assess teaching effectiveness. However, acknowledging the impact of COVID-19, I would like to offer our faculty flexibility if they believe the teaching evaluations obtained during academic year 2020-21 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 academic year 2020-21 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 each term (Fall 2020 and Spring 2021). 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.

Number of Class Sections Taught (each Semester)	Minimum Number of Evaluations to Include in Faculty Periodic Evaluations or Performance Reviews (each 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,

Sylvia A. Alva, Ph.D.

Provost and Vice President for Academic Affairs