

**Attachment 4**  
**Proposed Changes to University Handbook**  
**Section C30-34: Faculty Evaluations**  
**Approved by Faculty Affairs on September 15, 2009**

**C30.1** Purposes of evaluations. Personnel decisions concerning annual merit salary, reappointment, tenure, and promotion are based on faculty evaluation. Also important to the institution ~~and the faculty member~~ is the use of evaluation procedures to aid faculty development. ~~Therefore, considerable emphasis is placed on evaluations.~~ Faculty evaluations provide opportunity for professional growth and commitment to excellence at Kansas State University.

**C30.3** It also is clearly understood that faculty renewal, development and improvement are of critical importance to the university in its pursuit of excellence. Each department should develop means of providing feedback to the individual so that he or she can maintain high levels of performance. Faculty members also have a personal responsibility to maintain or improve performance and are encouraged to participate in professional development activities. The department or unit head, in consultation with the dean of the college and the provost shall assist the individual with such improvement activities. Often an agency external to the department can contribute to this process. For example, the Center for the Advancement of Teaching and Learning provides independent and confidential help to strengthen teaching, and the Office of Research and Sponsored Programs assists with efforts to design projects and secure extramural funding. ~~and the Office of Professional and Organization Development in Extension Systems and Agricultural Research Programs (ESARP) assists in program evaluation and development.~~

**C32.2** Kansas State University has several important missions, and a fundamental one is the education of students. ~~Classroom teaching is the common medium; however, small group or individual instruction, such as supervision of independent studies and research, clinical instruction, and advising students are also important forms of teaching. This variety is critical to institutional excellence, and departments will establish criteria and standards for all forms of teaching appropriate to their missions. Teaching evaluations are an important part of the overall faculty evaluation. They are used to aid faculty development and foster a commitment to teaching excellence at Kansas State University.~~

**C32.3** A variety of teaching environments and pedagogies are critical to institutional excellence. Departments will establish criteria and standards for all forms of teaching appropriate to their missions.

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- C32.4 5
- C32.5 6
- C32.6 7

*Change the following section numbers after inserting the 32.3 addition. The references to section numbers included in the text will also need to be revised.*

**C34.1** Student ratings of classroom instruction. In most cases, documentation submitted by faculty members with teaching responsibilities would be considered incomplete and presumed inadequate, unless evidence of teaching effectiveness is included. Student ratings of classroom instruction are an important source of information in the evaluation of teaching effectiveness, provided that the format includes controls for student motivation and other possible bias. The form should contain directions which indicate how the information is used, and the forms should be administered and collected under controlled conditions that assure students' anonymity. Each academic unit should determine the student rating form to be used by its faculty that conforms to the guidelines specified above. ~~Probationary faculty with classroom responsibilities shall be rated by students at least once a year in each course that they teach. Tenured faculty with classroom responsibilities shall have at least one course per year evaluated by the students on the course (unless their department or unit has a policy of evaluating more than one course); however, the faculty member may choose which course will be evaluated.~~

~~Faculty members with classroom teaching responsibilities ought to include the results of student ratings in the documentation they submit for personnel decisions concerning annual merit salary, reappointment, tenure, and promotion. Because the number of students engaged in individualized instruction with anyone faculty member is typically small, units may decide to evaluate individualized instruction on a two-year cycle, or only when evaluations are available from a minimum number of students.~~ Faculty members, including regular faculty, instructors, graduate teaching assistants, adjuncts, etc., shall be evaluated by students for each course and section they teach each year in order to provide themselves and their departments with information pertaining to teaching efficacy as well as provide material for the assessment of the relationships between SLO achievement and teaching. Exceptions are non-instructional courses (e.g., research hours at the 899 and 999 levels). Faculty members engaged in individualized instruction should be guided by the unit's criteria for evaluating such instruction (See C32.2).

Note: C1 Introduces and addresses responsibility in the teaching, research, service