

**SAN JOSÉ STATE
UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**Amendment F to University Policy F12-6, Evaluation in
Effectiveness in
Teaching for all Faculty**

Legislative History:

On April 14, 2025, the Academic Senate approved Amendment F to University Policy F12-6, Evaluation in Effectiveness in Teaching for all Faculty, presented by Senator Riley for the Professional Standards Committee.

ACTION BY UNIVERSITY PRESIDENT:

Action by University President:

Date: May 30, 2025

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

University Policy

**Amendment F to University Policy F12-6, Evaluation in Effectiveness in
Teaching for all Faculty**

Legislative History: The proposed amendment would modify sections E.4 and H.6 of the existing policy, F12-6, Evaluation in Effectiveness in Teaching for all Faculty.

Rationale: Professional Standards has become aware that SOTE/SOLATE data is occasionally distributed for very small classes, resulting in the breach, or potential breach, of student confidentiality. This is of the utmost concern as F12-6 requires that “absolute” confidentiality be maintained for student respondents. PS has amended E.4 and H.6 to further clarify previously ambiguous language regarding confidentiality.

Resolved: That sections E.4 and H.6 of F12-6, Evaluation in Effectiveness in Teaching for all Faculty, be modified as follows to protect the confidentiality of student responses.

Approved: April 7, 2025

Vote: 9-0-0

Present: Magdalena Barrera, Caroline Chen, Dawn Hackman, Farzan Kazemifar, Chima Nwokolo, Sarika Pruthi, Priya Raman, Shannon Rose Riley (Chair), Gigi Smith

Absent: Gilles Muller

Financial Impact: None.

Workload Impact: None foreseen.

E.4. Other than those classes excluded in E.3 (above), SOTEs shall be administered in all classes with enrollments of 5 or more students, and shall not be administered in classes with fewer than 5 enrollees.¹ In courses with enrollments of 5-9 students, faculty may choose that SOTEs not be administered in the course. Results of SOTE evaluations will be placed in the faculty personnel file. Faculty may submit a written rebuttal to be included in the faculty personnel file with a class's SOTEs when they believe that additional information is needed or that there are student biases (as per the Collective Bargaining Agreement, Article 15). Rebuttals shall be sent to the Faculty Services office within 10 academic year duty days following the release of official SOTEs. Faculty may choose to exclude the survey results from one course per year from their periodic evaluations, provided that they teach at least fifteen WTUs (equivalent to five typical three-unit courses in either regular and/or special sessions) evaluated via the SOTE instrument during that year. (Issues in interpreting the 15 WTU requirement shall be resolved by the Provost or designee.) For this purpose, the "year" shall correspond to the review cycle of the faculty member; i.e., for tenured/tenure-track faculty beginning in Fall; for lecturer faculty beginning in Spring. When the periodic review covers multiple years, only one course in any year may be excluded, and the remaining SOTEs shall be representative of the teaching assignment. In consultation with the Professional Standards Committee, Faculty Services will develop a process for exclusion and rebuttal of SOTEs and issue guidelines and a calendar describing that process.

H.6. All SOTEs must be administered in such a way as to maintain absolute confidentiality for the student respondents. SOTEs shall not be administered in classes with four or fewer enrolled students. Official SOTE reports shall include responses to a question that asks respondents about any undue influence from others while completing the SOTE.

¹ In this policy, "administration" refers to the collection of data via the SOTE instrument; "reporting" is a separate process that occurs after administration of the instrument. They are two distinct processes for the purpose of this policy. To say that SOTEs shall not be administered means that the data shall not be collected at all in such classes.