UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2006/2007
RESOLUTION 36-23

Process for Distribution and Collection of Supplemental Evaluations – Changes to Article 9
(Faculty Personnel Policies)

WHEREAS, the Faculty Personnel Policies allows for the development and distribution of supplemental course evaluations; and

WHEREAS, Supplemental course evaluations are an elective process;

WHEREAS, it is the faculty member's decision whether they use the standard course evaluation distribution process; and

WHEREAS, the Faculty Personnel Policies do not provide guidelines for the distribution, collection of supplemental course evaluations;

THEREFORE BE IT RESOLVED that the Campus Senate of the University of Illinois at Springfield approve the following additions to Article 9, Section 3 of the Faculty Personnel Policies.

ARTICLE 9

PROFESSIONAL RESPONSIBILITIES

Section 3. Workload Plan and Guidelines

Each Department or Program shall develop, approve, and forward to the appropriate Dean for approval a written workload plan for each faculty member. The plan shall be developed each Spring in accordance with the schedule of courses to be offered in the academic year beginning the following Fall. Workload plans may be modified in accordance with the provisions of this Article. In preparing the plan, the following standards shall be applied:
N. Arranging for student evaluations of all classroom teaching for each term is a regular part of the responsibilities of full-time faculty members. The form utilized may be the Campus accepted form or an alternative form approved by the Department or Program, the appropriate Dean, and the Vice Chancellor for Academic Affairs, completed by students anonymously and unavailable to the faculty member until grades for the given semester have been transmitted to the Registrar. Where an alternative is used, the Provost’s Office shall summarize the results and forward the summary to the Personnel File where it shall be retained permanently.

O. In addition to using the required standard evaluations, some faculty, departments, and programs develop and have students administer supplemental evaluations of courses and teaching. Since supplemental evaluations are formative in nature, faculty may choose how they are administered and documented. If faculty elect to develop and use a supplemental evaluation form they may use the standard course evaluation distribution and/or collection process. The supplemental evaluation packets may be deposited along with the standard course evaluation in the course evaluation drop boxes. After final grades for the semester are submitted to the Registrar, the Provost's Office will return the evaluations to the faculty member.