




CALIFORNIA  
STATE  
UNIVERSITY,  
FRESNO

## MEMORANDUM

**DATE:** November 21, 2011

**TO:** Faculty  
Department of Theatre Arts  
M/S SA 46

**FROM:** William A. Covino   
Provost and Vice President for Academic Affairs

**SUBJECT:** Approval of your Department Policy on Peer Evaluations  
and Student Course Evaluations (RE: APM 322)

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I have received and reviewed your departmental documents, and they are tentatively approved for implementation during the remainder of AY11-12.

I am, however, concerned about your department's use of a relatively low statistical standard for student ratings—a standard that may render data used to support AY12-13 RTP recommendations less than persuasive. Thus, it is my hope that, once AY11-12 data becomes widely available, you may wish to adjust the departmental standard upward to a more meaningful measure of relative teaching performance.

In the meantime, I want to reiterate my commitment to our Academic Senate's stated beliefs that student feedback is best viewed from a multi-year perspective, and considered within the larger context of all evidence presented in support of a colleague's teaching effectiveness.

WAC:kyp

cc: Jose Diaz, Acting Dean, College of Arts & Humanities  
Ted Wendt, AVP for Academic Personnel

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and Vice President  
for Academic Affairs  
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**DEPARTMENT OF THEATRE ARTS**  
**POLICY ON ASSESSMENT OF TEACHING EFFECTIVENESS**

APM 322 is the official policy on the Assessment of Teaching Effectiveness. This Departmental policy is designed to further define requirements at the Departmental level as specified in APM 322.

**STUDENT RATINGS OF INSTRUCTION**

Each faculty member shall have a minimum of two sections rated by students annually. Probationary faculty will have all courses evaluated every semester, excluding production labs. Part-time faculty will have all sections evaluated every semester, excluding production labs. Tenured faculty will have all classes taught in the major evaluated each semester, excluding production labs.

While the IDEA Short Form will be the standard paper instrument for the campus, faculty may elect to use either the Diagnostic Form or Online version.

Student ratings of instruction shall be assessed to identify patterns and trends of teaching performance and effectiveness. It is expected that the faculty member shall meet or exceed the department standard of 3.0 out of 5.0 using adjusted or unadjusted scores, whichever are higher, on a regular basis; however, it is more important to evaluate on the basis of multi-year trends rather than focusing on a single course or narrow time frame.

**PEER EVALUATIONS**

1. Frequency

- a. For part-time temporary faculty, the first time a course is taught by the instructor and, thereafter, at least one section every year of employment regardless of a break in service.
- b. For full-time temporary faculty, two sections each semester for the first year and two sections each academic year thereafter.
- c. For probationary faculty, two sections (to include as many different courses as possible) every semester.
- d. For tenured faculty, one section each academic year on a rotating basis such that during a five year period the maximum number of different courses is evaluated.

Additional peer evaluation reports may be requested by the instructor or required by the College Personnel Committee, Dean or Provost on a case by case basis.

2. Faculty will use the attached Departmentally approved form to evaluate Course Content, Instructional Design, Instructional Delivery and Assessment methods.

**OVERALL**

The Department will follow the guidelines in APM 325, APM 327 and APM 328 when electing committees selected to prepare the overall evaluation of teaching.

**APPROVAL PROCESS**

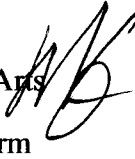
Departmental policies will be submitted to the appropriate School/College Dean and to the Provost for review and approval.

Last Updated: September 21, 2011



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September 23, 2011

TO: Academic Personnel  
FROM: Melissa Gibson, Chair, Theatre Arts   
RE: Theatre Arts Peer Evaluation Form

Attached please find the newly adopted standards for Peer Teaching Evaluations for the Theatre Arts Department. They are identical to the University-wide standard form, except that the Department has decided not to use the numbered rating system.

**Department of  
Theatre Arts**

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California State University, Fresno  
UNIVERSITY-WIDE PEER EVALUATION FORM  
Department of THEATRE ARTS

Professor Evaluated: \_\_\_\_\_

Rank: \_\_\_\_\_ Course: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Date of Classroom Visitation: \_\_\_\_\_

Name of Evaluator \_\_\_\_\_ Signature: \_\_\_\_\_

**Course Content.** *The assessment of course content shall include a review of the currency of the content of a course, the appropriateness of the level of the content of a course, and the appropriateness of the sequencing of the content to best achieve the learning objectives for the course.*

**Instructional Design.** *The assessment of the instructional design of the course shall include a review of learning objectives, syllabi, instructional support materials, organization of lectures, and the use of technology appropriate to the class.*

**Instructional Delivery.** *The assessment of delivery shall include a review of oral presentation skills, written communication skills, skills using various forms of informational technology, and the ability to create an overall environment conducive to student learning.*

**Assessment Methods.** *The evaluation of assessment methods shall consist of a review of the tools, procedures, and strategies used for measuring student learning, and providing timely and meaningful feedback to students.*

CALIFORNIA STATE UNIVERSITY, FRESNO  
DEPARTMENT OF THEATRE ARTS

**PEER PRODUCTION EVALUATION FORM**

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FACULTY MEMBER

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PRODUCTION

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SEMESTER

- A. Procedures and methods used to develop the evaluation.  
(i.e. rehearsal/performance/audition/production meeting observations, review of production materials, discussions with the faculty member, involvement in production process.)
  
- B. Major characteristics of the production assignment.
  
- C. Evaluation of the effectiveness of the creative work. If applicable, evaluation of the success of student creative work (performance, design, etc.) may be included.
  
- D. If applicable, evaluation of the participation within the production process. Mentoring of students may be included.
  
- E. Overall evaluation and recommendations.

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Evaluator

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Date