

1 San José State University  
2 Academic Senate  
3 Professional Standards Committee  
4 April 7, 2025  
5 **Final Reading**

AS 1892

6 **Policy Recommendation**  
7 **Amendment F to University Policy F12-6, Evaluation in Effectiveness in**  
8 **Teaching for all Faculty**  
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10 Legislative History: The proposed amendment would modify sections E.4 and H.6 of the existing  
11 policy, F12-6, Evaluation in Effectiveness in Teaching for all Faculty.

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

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

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22 Approved: April 7, 2025

23 Vote: 9-0-0

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

27 Absent: Gilles Muller  
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29 Financial Impact: None.

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31 Workload Impact: None foreseen.

32 E.4. Other than those classes excluded in E3 (above), SOTEs shall be administered in  
33 all classes with enrollments of 5 or more students, and shall not be administered in  
34 classes with fewer than 5 enrollees.<sup>1</sup> In courses with enrollments of 5-9 students,  
35 faculty may choose that SOTEs not be administered in the course. Results of SOTE  
36 evaluations will be placed in the faculty personnel file. Faculty may submit a written  
37 rebuttal to be included in the faculty personnel file with a class’s SOTEs when they  
38 believe that additional information is needed or that there are student biases (as per the  
39 Collective Bargaining Agreement, Article 15). Rebuttals shall be sent to the Faculty  
40 Services office within 10 academic year duty days following the release of official  
41 SOTEs. Faculty may choose to exclude the survey results from one course per year

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<sup>1</sup> 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.

42 from their periodic evaluations, provided that they teach at least fifteen WTUs  
43 (equivalent to five typical three-unit courses in either regular and/or special sessions)  
44 evaluated via the SOTE instrument during that year. (Issues in interpreting the 15  
45 WTU requirement shall be resolved by the Provost or designee.) For this purpose, the  
46 “year” shall correspond to the review cycle of the faculty member; i.e., for  
47 tenured/tenure-track faculty beginning in Fall; for lecturer faculty beginning in Spring.  
48 When the periodic review covers multiple years, only one course in any year may be  
49 excluded, and the remaining SOTEs shall be representative of the teaching  
50 assignment. In consultation with the Professional Standards Committee, Faculty  
51 Services will develop a process for exclusion and rebuttal of SOTEs and issue  
52 guidelines and a calendar describing that process.

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