

MEMORANDUM

TO: College of Charleston Faculty
Department Chairs and Academic Program Directors
Academic Deans

FROM: Frances C. Welch, Interim Provost and EVP for Academic Affairs
Frances C. Welch

DATE: April 7, 2020

RE: Course-Instructor Evaluations for the Spring 2020 semester

Thank you for the myriad actions you are undertaking, as faculty members, to continue providing learning opportunities to your students in the midst of the COVID-19 pandemic. I appreciate your efforts to continue engaging with our students in new and creative ways, in spite of the challenges of teaching and learning from distance and, in many cases, in spite of other challenges or disruptions, both personally and professionally.

The working group addressing Course-Instructor Evaluations for the Spring 2020 semester has made their recommendations. I would like to thank Chris Korey, Chair of the Advisory Committee on Tenure, Promotion, and Third-Year Review, Tracy Burkett, Representative of the Faculty Welfare Committee, and Deanna Caveny, Associate Provost for Faculty Affairs, for their work. In addition to drafting the initial recommendations and student course survey questions, they have considered and incorporated feedback from representatives of various groups, including faculty, department chairs, deans, and students.

By endorsing their recommendations, I am putting the following measures in place for the Spring 2020 semester, given our move to remote-only instruction in mid-March.

- We will not be collecting quantitative student feedback on courses this semester. Specifically, we will not be using the usual Likert-scaled questions from our standard Course-Instructor Evaluation form this semester.
- We will be administering a student course survey, using seven free-response questions, written to largely reflect the statements used in the existing Course-Instructor Evaluation form. Six of these questions have been designed to delineate between the portion of the

semester prior to Spring Break and the portion after the Break, during which all instruction was provided remotely. A copy of these Spring 2020 questions is attached.

- In all of our major faculty reviews, use of the student free-response data from these Spring 2020 student course surveys will be optional, not required. Tenure, promotion, third-year, Senior Instructor renewal, and post-tenure reviews comprise our major faculty reviews. Using these data as optional-only is consistent with current guidelines except where there is a departmental requirement or in cases where a reviewing body (such as the Departmental Evaluation Panel, Dean, Advisory Committee, Post-Tenure Review Committee, or Provost) requests these qualitative data. Any such provisions are suspended with respect to our Spring 2020 student course survey data.
- Lastly, the qualitative student course survey data for Spring 2020 may be used only formatively and not summatively, in annual and merit evaluations of faculty, particularly evaluations of our untenured faculty, including adjunct faculty colleagues, visiting faculty, Instructors and Senior Instructors, and tenure-track faculty colleagues.