

Memorandum of Understanding on Addressing Impacts of Student Evaluations
(Spring 2020)

The unprecedented and unexpected changes in teaching modality will certainly leave faculty members rightly concerned about potential negative impacts due to the results of the student course evaluations. While it is our aim that the guidance memo to be developed by the Office for Faculty Advancement ("OFA") and the Capitol Chapter of the California Faculty Association ("CFA") will remind reviewers of the challenging and unique nature of this semester's circumstances, we agree to allow faculty members to review their student evaluations after placement into the file and (prior to the next scheduled periodic or performance evaluation) to remove any evaluation material from this semester's student evaluations with the following condition:

- The removed evaluation(s) shall be related to the unexpected changes in course delivery, access to campus, and other issues related to the COVID-19 crisis.

A short memo from the faculty member should be inserted in lieu of the evaluation that indicates that material(s) were removed in accordance with this memorandum of understanding. The removed items should be turned over to the Department Chair, who will submit all removed evaluations to OFA for archiving and destruction in accordance with relevant record retention policies.

Alternatively, the University and CFA, in consultation with the UARTP Committee, agree a faculty member can choose to draft a statement to contextualize the student course evaluations instead of removing materials. This statement, once submitted to the Department Chair, will be permanently added to the PAF as front-material with the evaluations and the memo addressing the circumstances of the Spring 2020 semester.

Signatures



William DeGraffenreid
Vice Provost for Faculty Affairs (interim)
On Behalf of University

Date: 3/27/2020



Margarita Berta-Ávila
President, California Faculty Assn Capitol Chapter
On Behalf of CFA

Date: 03/27/20