



May 21, 2020

TO: Probationary, Temporary, and Tenured Faculty

FROM: Pamella H. Oliver, Ph.D.
Provost and Vice President for Academic Affairs

SUBJECT: COVID-19 Option to Exclude Spring 2020 Student Opinion Questionnaires and Grade Distribution Data in Evaluations

Effective immediately, all faculty members are hereby provided with the option to exclude the Student Opinion Questionnaires (SOQs) and/or Grade Distribution Data (GDD) from any courses taught in Spring 2020 from their Working Personnel Action Files of future evaluations. Given the March 16, 2020 transition to virtual instruction implemented for the health and safety of our campus community due to COVID-19, I would like to recognize this challenging situation and acknowledge concerns raised by some faculty regarding the potential negative impact of the change in teaching modality on their SOQs and GDD.

For those choosing to exclude SOQs, all data from a course (statistics and qualitative comments) shall be excluded in its entirety and not referenced in candidate narratives. Faculty members shall not be penalized during the evaluation process for choosing to exclude Spring 2020 SOQs and/or GDD. When declaring the Working Personnel Action Files complete, Department Chairs shall accept the candidate's form in lieu of the specific course SOQs and/or GDD. Otherwise, all provisions of the Collective Bargaining Agreement, University Policy Statements, and other CSU policy apply.

Please complete the fields below and submit it in your Working Personnel Action File in lieu of specific course SOQs and/or GDD from Spring 2020, if you choose to exercise this option.

Name:	Academic Year:
Department:	Type of Evaluation:

<i>Enter Spring 2020 course designation and number to be excluded</i>	<i>Place an X in this cell to indicate that you are excluding this course's SOQs</i>	<i>Place an X in this cell to indicate that you are excluding this course's GDD</i>