

MEMORANDUM

Date: Monday, December 9, 2024

To: Matthew Jarvis
Academic Senate Chair

From: Ronald S. Rochon
President



Subject: ASD 24-106 Revisions to UPS 210.070 Evaluation of Lecturers

I approve the revisions to UPS 210.070 Evaluation of Lecturers with the following adjustment:

Remove lines 565-57:

A tabular Summary of Assigned Duties, **produced and distributed by the appropriate dean's office**, that includes (for instructional faculty) a list of teaching assignments for each semester, including a number of students per class, and FTEF generated A Summary of Assigned Duties, including (for instructional faculty) a list of teaching assignments for each semester, including a number of students per class. For those with non-instructional duties such as course coordination or assessment activities, the summary shall list these activities (e.g., advisement, mentorship).

The Office of the Dean's do not have the resources to provide this information, and this task needs to be achieved by the Lecturers.

Faculty Affairs and Records and Information Technology will provide instructions for lecturers on how to get the teaching assignment and FTES generated (not FTEF).

Cc: Amir Dabirian, Provost/Vice President for Academic Affairs

Mark Carrier, Executive Director for Faculty Affairs and Records