Principles
Student evaluations of teaching effectiveness (SETE) provide information for assessing instructional effectiveness, as provided in the SSU RTP policy and the Collective Bargaining Agreement (CBA). Information from the SETE is used as one element of assessing instructional effectiveness, but not as the sole indicator of such effectiveness.

Instrumentation
- The SETE instrument shall consist of a common set of closed-ended items to be used by all faculty members. *These questions shall address the criteria of teaching effectiveness (or their equivalent) listed in SSU RTP policy section II.B.1.*
- Each school, department, or program may select additional closed-ended and/or open ended items to evaluate all faculty members in the respective school, department, or program. New questions or changes to the questions must be reviewed by all faculty unit employees in the school, department, or program, and approved by a majority vote of the faculty unit employees (*including lecturers or only TT faculty?*) in the respective unit. Once approved these must be distributed to all faculty who will be evaluated with these question and sent to Faculty Affairs by the end of the spring semester for inclusion in the following academic year evaluation cycle.
- The Faculty Standards and Affairs Committee (FSAC) is responsible for determining the common items with any changes subject to Academic Senate approval. FSAC is responsible for creating instructions for using the instrument, in conjunction with the office of Faculty Affairs. FSAC should review the instrument every five years and report review outcomes to the Academic Senate.

Administration
- All courses taught by each faculty unit employee shall be evaluated (as per CBA) with the exception of classes where enrollment is at or below 5 students, or for courses with a CS codes of 77 and 78.
- The SETE period will occur within the last three weeks of instruction. This is herein defined as the beginning of the second to last week of scheduled classes for the University.
- Each school will determine the end date for the SETE in their school. The choices for the end date are the last day of scheduled classes or the last day of finals for the University. The School Dean must notify Faculty Affairs by *the end of the spring semester?* to request a change for the upcoming academic year.
- Courses officially scheduled with an early end date will be processed on a case-by-case basis.
• One week before the University SETE process begins, students will be sent notice via official university communication methods that the SETE is available for each course in which the students are enrolled. Such notice will explain the purpose of the SETE and provide explicit instructions on how to complete the evaluation.

• One week before the University SETE process starts instructors will receive notice via official university communication methods that SETE notices have been sent to students. This message will include a copy of the message sent to the students and will request instructors to encourage their students to complete the SETE.

• Student evaluations of teaching effectiveness shall be anonymous (re: SSU RTP Policy section II.B.2.b.iii).

• If the instructor chooses to use class time for students to complete the SETE, the instructor shall not be in the room when students are completing the evaluation (re: SSU RTP Policy section II.B.2.b.iii).

Access

• The summarized results of closed-ended items and the complete verbatim responses to open-ended questions shall be given to the instructor after the end of the semester and all final grades have been submitted by the instructor.

• Access to individual instructor results and comparative summaries at the department and school level shall be made available to authorized personnel through the Office of the Associate Vice President for Faculty Affairs. The following list provides pre-approved levels of access:
  o Individual instructor results and comparative summaries within a department/program – Department Chair/Program Coordinator; Department RTP Committee, School RTP Committee, University RTP Committee
  o Individual instructor results and comparative summaries within and between departments/programs within a school – School Dean

• Access to data by individuals/committees, not specified above, may be granted for official University business upon submission of request to and approval by FSAC.

• Each approved request for data will be logged in the Office of the Associate Vice President for Faculty Affairs.