

From: "Campus Administrative Memos, Chancellor's Communications & Resource Center"
<CALmessages@berkeley.edu>

Subject: **Faculty Reviews**

Date: February 12, 2009 6:10:18 PM PST

To: "Campus Administrative Memos"<CALmessages@berkeley.edu>

DEANS AND DEPARTMENT CHAIRS:

In response to the current budget situation, the administration is looking at ways to reduce staff efforts in connection with faculty reviews, without impacting the integrity of the reviews. Currently, we require that all review files contain a summary of student comments, a sample evaluation form, and for classes with fewer than 10 students enrolled, the actual evaluations. To respond to the first requirement, many departments transcribe the individual student comments from the teaching evaluations, a time-consuming task. Effective immediately, you will no longer be required to include sample evaluations, student comments, and the actual evaluations for courses enrolling fewer than 10 students.

Reviewers will rely exclusively on the chair's analysis, together with a summary of instructor-effectiveness and course-worth ratings for both the faculty member under review and for other courses in the unit. However, when end-of-course numerical evaluations fall significantly below departmental averages, chairs should offer an exhaustive analysis in these cases. Campus level reviewers will reserve the right to request photocopies of actual evaluations when it is believed they are necessary to reach an informed judgment.

It is hoped that this change of requirements will allow departments some immediate relief from the need to transcribe the student comments for 2008-09 courses. We also urge chairs and deans to review their own documentation requirements, which may go beyond campus requirements, and to eliminate those that are not value added, especially in normal merits.

Questions can be directed to the Academic Personnel Office.

Sheldon Zedeck
Vice Provost
Academic Affairs and
Faculty Welfare