## SIDE LETTER AGREEMENT **Student Evaluation of Instruction – Operational Procedures**

Student evaluations must be compliant with Article 12 (Performance Review and Evaluation), must provide honest feedback that is helpful to faculty instructors and to department chairpersons, DEC's, etc., must be easy to administer and interpret, must accommodate different kinds of course offerings, and must reasonably protect student privacy. The procedures and conditions below apply to all course evaluations, i.e., required and optional; all instructional methods including classroom and online; and all schedule types including Lecture, Lab, Dissertation, Thesis, Student Teaching, Internships, Clinicals, Individualized Instruction, Independent Study, and Study Abroad.

## **Low-Enrolled Courses**

Courses with fewer than five (5) headcount enrollments do not allow for reasonable protection of student privacy, and student evaluations may not be conducted. However, it is acceptable to combine multiple sections of the same course to reach this minimum enrollment level if all sections have the same mode of delivery and schedule type (and the same instructor), and if the reporting of results assures student privacy.

## **Cross-Listed or Dual-Listed Courses with One Instructor**

If all sections comprising the single cross-listed or dual-listed course have enrollments of at least five (5) students, then evaluations shall be administered and reported separately. If one section does not have at least five (5) students, that section may not be evaluated separately. It shall be combined with the other (higher-enrolled) section and then the evaluation can be administered and reported together (under the other section), so long as the combined total enrollment is at least five (5).

## **Final Notes**

For other situations requiring judgment, consistency, and fairness, please consult with the Department Chairperson(s).

APSCUF / Management Agreement at Local Meet and Discuss: December 17, 2020 Expires: June 30, 2030

date

Trika D Frenzel 12/17/2020

Erika Frenzel President of IUP-APSCUF

Twoke & Mouland

12/17/2020

date Timothy Moerland Provost & Vice President for Academic Affairs