
Memorandum of Agreement # 32
Procedures for Distributing and Collecting Student Feedback on Adjunct Faculty Teaching

This agreement is being entered into by Kean University (*the University*) and the Kean University Adjunct Faculty Federation of Teachers, Local 6024, AFT, (*the Union*) in order to promote more amiable relations and to foster a more collegial working relationship.

Both the *University* and *Union* affirm that teaching is an essential priority at the University, and that the University has an ongoing obligation to assess the quality of instructional processes. The *University* and the *Union* recognize the importance of utilizing information from a variety of sources when assessing the quality of the teaching/learning process at the University. Student feedback on instruction is one aspect of this process and this agreement describes how such information is to be collected, analyzed, and discussed.

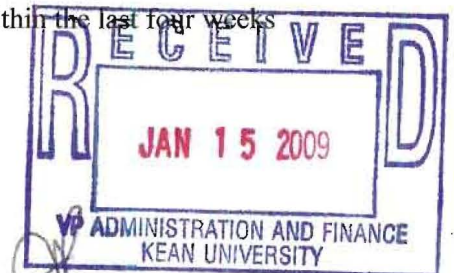
Because of the potentially sensitive nature of this information, both parties acknowledge the need to collect and analyze this information in a way that protects the integrity of the process and respects the rights of the individual faculty member while acknowledging the importance of this information to the collective effort of the faculty as well as the academic program(s) to which the particular course contributes. To this end, the following responsibilities and procedures have been established:

I. Responsibilities

- A. The Vice President for Academic Affairs, or, his/ her designee is responsible for overseeing the timely distribution of a Student Feedback Questionnaire (SFQ) and for ensuring that the questionnaires are distributed, administered, collected, and processed in a careful, prompt, and secure manner.
- B. The chairperson or program coordinator will be responsible for reviewing questionnaire summaries, and when appropriate, leading feedback discussions of the summaries with respective instructors in order to improve delivery of instruction. It is understood by the *University* and the *Union* that such discussions should certainly include modes of information other than the SFQ (e.g., peer observations, review of syllabi, course assignments, and so on).
- C. Chairpersons/program coordinators shall prepare a concise review (analysis and discussion) of the quality of instruction in their department or program for their Dean on an annual basis. These reviews shall be forwarded to the Office of Accreditation and Assessment for inclusion in institutional assessment efforts. This review is meant to be formative, not summative, in nature and serve as the basis for the allocation of the support and resources necessary for the improvement of instruction. The overview should include all courses taught by adjunct faculty.

II. Procedures

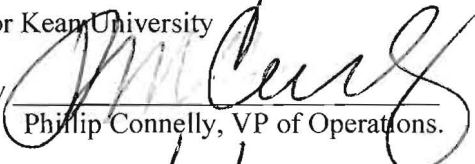
- A. SFQ shall be distributed to each adjunct faculty member **no later than the fourth week before the end of each semester**. (Half Semester Courses, at least two weeks prior the end of the half-semester).
- B. Student feedback shall be collected from all sections of regularly scheduled courses each semester using the approved SFQ.
- C. The SFQ shall be completed anonymously and independently any time within the last four weeks of classes, and prior to final exam week.

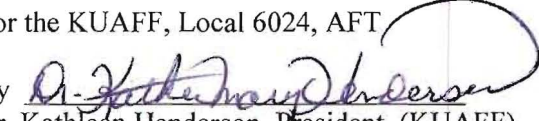


- D. Every officially enrolled student in a class present on the day the SFQ is administered shall be given the opportunity of completing the form. Students must be allowed at least 15 minutes to complete the SFQ.
- E. The instructor shall not be in the room while students are completing the SFQ.
- F. Initial implementation will be by a paper and pencil process for which the following procedures apply:
 - 1. The SFQ will be administered by a student volunteer in that class. The student volunteer will collect and return all SFQs to the Office of Accreditation and Assessment, in a sealed envelope. The person who administers the SFQ must both print and sign her/his name over the envelope seal.
 - 2. SFQ are to be tabulated under the supervision of the VPAA Office. Only designated administrative personnel are to handle the materials.
- G. In the event of electronic administration, the procedures outlined in this agreement will be amended by mutual agreement as necessary.
- H. The SFQ are to be processed confidentially by the Office of the Vice President of Academic Affairs or outside vendor as appropriate.
- I. Questionnaire summaries will be distributed to adjunct faculty by US mail after grades have been posted for the semester.
- J. Copies of the tabulated data sheets for each department will be sent directly by the VPAA Office, or, his/her designee to the chairperson (or program director) with a copy to the appropriate school dean. These summary forms should normally be retained for a period of five years.
- K. The SFQ process will be in addition to and not supplant student assessment feedback required for national accreditation processes.

III. Implementation and Review -

- A. This new Student Feedback process will be implemented beginning Spring 2010.
- B. The *University* and the *Union* agree that the particular SFQ being used should be reviewed periodically and can be modified in accord with the *University's* changing needs following appropriate consultation by the *University* and the *Union*. Both parties agree that review of the current SFQ should commence as soon as possible after the initial campus wide first semester trial period.
- C. The *University* and *Union* also agree to review and, revise, as appropriate, the responsibilities and procedures specified in this Memorandum of Agreement at a time when either party requests such a review.

For Kean University
 By 
 Phillip Connelly, VP of Operations.

For the KUAFF, Local 6024, AFT
 By 
 Dr. Kathleen Henderson, President, (KUAFF)

Dated: 2/4/10

Dated: January 15, 2010

Copy: - Kean University
 - **KUAFF**