



**MEMORANDUM**

August 23, 2014

To: Leon Richards, Chancellor

From: Louise Pagotto, Vice Chancellor for Academic Affairs *LP*

Subject: Response to Faculty Senate Resolution 05052014-9:  
Guidelines for the Use of Learning Outcomes Assessment

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The Faculty Senate resolution provides the faculty guidance in addressing the evaluation of faculty. Your memo of May 16, 2014, requested advice on how best to proceed.

Consideration must be given to the following facts:

- All faculty and lecturers are required to do self-assessment documents
- Guidelines for lecturer self assessment documents are determined by departments, in compliance with UHCCP 9.104 and K9.104
- Guidelines for five-year review are determined by departments, in compliance with UHCCP 9.203 and K9.203
- Guidelines for contract renewal are the purview of the Faculty Senate Evaluation Committee

Requiring departments to change their department-specific guidelines and Faculty Senate to update the contract renewal guidelines may take more time than we are prepared to wait.

My recommendation is that the Chancellor approve the Faculty Senate resolution, distribute copies of the resolution to all departments and academic support units, and require that these guidelines be appended to their lecturer self assessment guidelines and their five-year review guidelines. The Chancellor may also offer to make sure that the online version of the College's contract renewal guidelines be updated with the Faculty Senate guidelines.

Concur and Approved:

*Richards* 10/29/14  
 \_\_\_\_\_ Date  
 Leon Richards  
 Chancellor

Vice Chancellor for Academic Affairs to work with Faculty Senate to follow through and implement.

c: Veronica Ogata, Faculty Senate Chair  
Louise Pagotto, VC for Academic Affairs

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