

Via Electronic Mail**MEMORANDUM**

Date: March 8, 2021
To: Faculty
From: Seval Yildirim, Associate Provost for Faculty Affairs and Development
Re: Spring 2021 SOTEs

Dear Colleagues:

I write to provide an update regarding Spring 2021 SOTEs.

Please note that SOTEs will be **available to students during the 12th through 14th weeks** of the semester for all Spring 2021 courses. We recommend that you schedule 15 to 20 minutes during a synchronous class meeting within the weeks 12 to 14 for students to complete SOTEs to increase the response rate. Please remember to leave the class meeting during that time.

The faculty will have the option to exclude Spring 2021 SOTEs from their personnel files. If you would like to exclude your Spring 2021 SOTEs, please inform the Office of Faculty Affairs and Development **no later than August 16, 2021**. Later in the semester, you will receive further information on how to inform my office.

However, faculty are **strongly encouraged to include** their SOTEs in their personnel file as SOTEs constitute a primary instrument of proving teaching effectiveness for purposes of retention, tenure and promotion (*see*, Faculty Administrative Manual 652.1, available at <https://www.csusb.edu/sites/default/files/WP%20FAM%20652.1%20Post.pdf> and CBA Article 15, available at <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article15.pdf>). Please keep in mind that the Teaching Resource Center and ATI have continued to offer outstanding opportunities for faculty to improve their remote teaching skills. If you remain less than confident about teaching remotely, please utilize these resources and consult with Dr. Monideepa Becerra, the Interim Director for the Teaching Resource Center.

Please also note that this will be the last semester for which the faculty will have the option to exclude SOTEs from their personnel files. **Starting in Fall 2021, all SOTEs will be included in the personnel files** subject to conditions outlined in the CBA.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Seval Yildirim
Associate Provost for Faculty Affairs and Development