

Via Electronic Mail**MEMORANDUM**

Date: April 16, 2021
To: Faculty
From: Seval Yildirim, Associate Provost for Faculty Affairs and Development
Re: Spring 2021 SOTEs and Fall 2021

Dear Colleagues:

I write as a follow up to my March 8, 2021 memorandum regarding Spring 2021 SOTEs and to update you on the Fall 2021 semester.

SOTEs

Please note that for all Spring 2021 courses, SOTEs will be **available to students starting April 19, 2021 until May 7, 2021**. SOTEs provide our students with the opportunity to provide feedback to their professors, and provide the professors with the opportunity to improve the classroom experience for students in future classes. Moreover, per the Faculty Administrative Manual, SOTEs are crucial for both tenure line and lecturer faculty to demonstrate their teaching efficacy during the retention, tenure and promotion and review processes. In order to improve student response rates, during the April 19-May 7, 2021 time period, we strongly recommend and encourage all faculty to **schedule 15 to 20 minutes during a synchronous class meeting for students to complete SOTEs**. Please remember to leave the class meeting during that time.

Fall 2021

As we remain ready to respond to changing conditions related to the COVID-19 pandemic, we are planning for a safe return to campus for the Fall 2021 semester. While some of the details of our return are still being worked out at both the campus and the Chancellor's Office levels, your department chairs have been hard at work to finalize the Fall 2021 course schedule. If your academic department has determined that the course to which you are assigned will be taught face-to-face or in person, then you are expected to teach the course in person. If you are not able to do so (for example, due to a medical reason), you must file a reasonable accommodation request with the Human Resources Department. Please note that neither your department chair nor your dean can give you an accommodation or a waiver if your class is assigned as a face-to-face class. In order to request a reasonable accommodation, please contact the University's ADA Coordinator, Alisha Carnahan at Alisha.Carnahan@csusb.edu. You can also visit <https://www.csusb.edu/human-resources/current-employees/employee-relations/ada-americans-disabilities-act> for more information on reasonable accommodations and the links to applicable forms.

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

Sincerely,



Seval Yildirim
Associate Provost for Faculty Affairs and Development