

Academic Affairs
Office of Faculty Affairs and Development

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
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Via Electronic Mail

MEMORANDUM

Date: March 4, 2022
To: Faculty
From: Seval Yildirim, Associate Provost for Faculty Affairs and Development
Re: Spring 2022 SOTEs

Dear Colleagues:

I write to update you on the administration of SOTEs for the Spring 2022 semester.

Please note that for **all** Spring 2022 courses, SOTEs will be administered online and will be **available to students starting April 18, 2022 until May 6, 2022**. 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 18-May 6, 2022 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.

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

Sincerely,



Seval Yildirim
Associate Provost for Faculty Affairs and Development

