

## **Rationale and Context for Faculty Handbook (FHB) Revisions: Online Distribution of All-College Course Evaluations**

*by the Committee on Educational Policies and Planning (CEPP), March 23<sup>rd</sup>, 2026*

### Preamble

Following last semester's compelling *Sense of the Faculty* vote in support of the recommended transition from paper to online delivery of All-College Student Evaluations, CEPP has coordinated with Faculty, Staff, ADOF/VPAA, and Institutional Research (IR) with preparations to implement this change for the 2026-2027 academic year. As promised, we have reviewed current handbook language, in consultation with DOF/VPAA. CEPP now brings a motion before the Faculty to recommend specific changes to pertinent language in the Faculty Handbook in order to align with the upcoming changes in delivery mode of the All-College Student Evaluations.

Given that the debut of online evaluation forms is expected next semester (Fall 2026), such modest FHB updates are considered essential. CEPP anticipates a vote after the requisite layover period. As always, CEPP welcomes questions, discussion, and friendly amendments.

### Rationale

Over the past two years, CEPP partnered with DOF/VPAA and IR to intensively investigate course evaluations at Skidmore and peer institutions. Throughout this process, we have gathered feedback from tenure-track and CBA faculty and staff, including holding open fora for Faculty and Staff, and consulting with relevant Committees. CEPP has followed the very strong *Sense of the Faculty* expression of support for the recommendation to shift from paper to online delivery of the All-College course evaluations, to proceed with preparing for implementation including updating the Faculty Handbook accordingly. Additional information for faculty about delivering the new online qSETs forms, particularly regarding procedures and best classroom practices will be forthcoming.

In the 2025-2026 version of the FHB<sup>1</sup>, the relevant sections are Part Two, Article III, Section G. Please find attached CEPP's recommended language in track-changes and clean formats.

Two changes are recommended in subsection 1.a. First, CEPP adds a clarifying sentence to capture in the FHB our current practice of *not* distributing All-College evaluation forms for small, individualized courses in which confidentiality has never been possible. Secondly, CEPP recognizes the DOF/VPAA will no longer distribute the forms to each department, but in a more granular digital format.

Subsections 1.b clarifies that Department Chairs and Program Directors will no longer be responsible for collecting forms and returning them to DOF/VPAA. With online evaluation systems, this work will be the responsibility of IR, and as such it will not fall under the purview of the Faculty Handbook. CEPP recommends to DOF/VPAA that the Department Chairs and Program Directors Handbook be updated accordingly for the upcoming AY.

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<sup>1</sup> For reference, the Faculty Handbook can be found here:

[https://www.skidmore.edu/dof-vpaa/handbooks/faculty\\_handbooks/faculty-handbooks.php](https://www.skidmore.edu/dof-vpaa/handbooks/faculty_handbooks/faculty-handbooks.php)

The final change, in subsection 1.d, is a terminology clarification.

Page 2 of the attachment includes sections of the FHB1 and Collective Bargaining Agreement (CBA) 2 that are relevant to course evaluations that ***do not require changes at this time***:

- FHB Part Two, Article III, Section G, subsection 2 “Departmental Student Evaluations”
- The CBA Article XXIV Section 4 “Student Ratings”

RESOLUTION:

Whereas, the Skidmore Faculty supports the change in delivery format of the All-College Course Evaluation forms (currently the “qSETS”) from paper to online; and anticipating that implementation for the Fall 2026 semester will require concomittant changes to the Faculty Handbook,

Be it resolved that the Faculty approves CEPP’s recommended changes to the Faculty Handbook in Part Two, Article III, Section G, subsection 1.

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<sup>2</sup> The CBA can be found here:

<https://www.skidmore.edu/hr/documents/SEIU-CBA-NTT-Faculty-2025.2027.pdf>