January 15, 2015

Full-Time Faculty
California State University, Dominguez Hills
1000 East Victoria Street
Carson, CA 90747

RE: Selection of Perceived Teaching Effectiveness (PTE) Forms

Dear Colleague:

Campus policy requires all faculty members to designate at least two courses per year for which PTE evaluations will be automatically sent to their Personnel Action Files. Probationary faculty are strongly encouraged to administer PTE evaluations for all of their classes. PTE evaluations permanently included in files should reflect a balanced representation of all courses taught during probation at CSU Dominguez Hills.

Please note: All faculty will be evaluated via online PTEs.

It is therefore important that you:
(1) Select the course(s) for which you wish PTEs to be filed;
(2) Complete the form on the reverse side; and
(3) Return this memorandum to your school office.

The Collective Bargaining Agreement for Unit 3 (Faculty) stipulates that your selection must normally be made in consultation with your department chair:

In cases where student evaluations are not required for all classes, classes chosen for evaluation shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated.

The signature of your department chair on the reverse side will denote his or her approval of the course(s) selected.

Sincerely Yours,

Clare Weber, Ph.D.
Associate Vice President, Faculty Affairs

Please return this form to your college office on or before February 20, 2015 for processing. This form will then be forwarded to Faculty Affairs by February 23, 2015.
PERCEIVED TEACHING EFFECTIVENESS (PTE)
SELECTION FORM

Spring 2015

List below all the courses for which you wish to receive online PTE evaluations. Note that you also have an option to mark your courses not included. Mark “not included” only if you wish to be evaluated for the course and you do not want the PTE results included in your Personnel Action File (PAF). Faculty Affairs does not archive PTE results for “not-included” courses.

Please note: All faculty will be evaluated via online PTEs.

Access to online PTE responses will be available to you after the completion of the term.

IF YOU WISH TO ADD OPTIONAL QUESTIONS TO SOME/ALL OF YOUR COURSES, PLEASE FILL OUT THE PINK SHEET PROVIDED AND ATTACH TO THIS SELECTION FORM.

After you have completed this form and obtained the approval of your department chair, return it to your college office no later than February 20, 2015.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Section</th>
<th>Special Instructions</th>
<th>Course End Date</th>
<th>Included</th>
<th>Not Included</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples of Prefix, Course Number, and Section: CHE 100-01, BSN 310.1-06.

Under Special Instructions, note team-taught, early ending (include end date), cross-listed courses and telecourses.

Faculty Member:  

Department Chair:

__________________________________________________________  
Signature

__________________________________________________________  
Signature

Print Name  Date  Print Name  Date