

**Final Charge of the
Senate Student Evaluation of Teaching Work Group (SET Workgroup)
2/11/26**

The Student Evaluation of Teaching Workgroup shall be established to bridge from the ad hoc Transition of Student Evaluations of Teaching Committee (TSET)* to the formally authorized standing committee of the Academic Senate.

Membership

1. Members will serve effective March 1, 2026 through August 31, 2028** subject to annual reappointment.
2. Members of the workgroup may be appointed to the formal standing committee.
3. This workgroup consists of eight regular voting members including a chair, and three non-voting members (one ex-officio and two students) who may not serve as chair of the workgroup. All regular members are appointed by the Committee on Committees:
 - a. The chair will be appointed by the Committee on Committees
 - b. One member shall be a current or former member of the Committee on Educational Policy. (For the sake of continuity and institutional knowledge a current member is ideal)
 - c. One member shall be a current or former member of the Graduate Council. (For the sake of continuity and institutional knowledge a current member is ideal)
 - d. One member shall be a current or former member of the Committee on Distinguished Teaching.
 - e. One member shall be appointed from the Senate faculty of the College of Natural and Agricultural Sciences
 - f. One member shall be appointed from the Senate faculty of College of Humanities, Arts and Social Sciences
 - g. One member shall be appointed from the Senate faculty of the Bourns College of Engineering.
 - h. One member shall be appointed from the Senate faculty of the professional schools
 - i. The Director of Evaluation and Assessment shall be a non-voting ex-officio member of the workgroup
 - j. One undergraduate student representative from the Associate Students of UCR (ASUCR) shall be a non-voting member
 - k. One non-voting graduate student representative from the UCR Graduate Student Association (GSA) shall be a non-voting member

Meetings

4. The workgroup shall meet quarterly. Meeting dates and times will be determined at the workgroup's first meeting.

5. The workgroup will be supported by an Academic Senate Committee Analyst. At the onset this will be Leondra Jacobs.

Purview and Duties

6. The workgroup shall:
 - a. Review, update, and approve changes to SET questions when needed to ensure the questions remain optimized for our campus.
 - b. Coordinate with the Office of Evaluation and Assessment to inform faculty about SETs best practices and policies, as well as any changes to the SET or to best practices and policies.
 - c. Develop a draft and submit to Executive Council for input an Instructor Assessment Guide in coordination with the Office of Evaluation and Assessment **by January 31, 2027.**
 - d. Based on Executive Council's input, develop an Instructor Assessment Guide in coordination with the Office of Evaluation and Assessment **by August 31, 2027.** The guide will be submitted to CEP, GC, FECs, and others as appropriate for comment; after which it will be finalized and made available. For example and reference, the UCLA Teaching and Learning Center's instructor assessment guide is linked here: [TLC Assessment Guide for Instructors | Using SET surveys to inform teaching practice \(Revised 6/25\)](#)
No specific regulations for administering teaching evaluations at UCR were found.
 - e. Draft and submit for Executive Council input bylaws for a standing Senate Student Evaluation of Teaching Committee **by January 31, 2027.**
 - f. Draft and submit for Senate approval bylaws for a standing Senate Student Evaluation of Teaching Committee **by August 31, 2027 with the aim of being voted on by the Division no later than Winter 2028.** The standing committee bylaws must include staggered two-year membership terms. Standing committee membership shall be subject to annual reappointment. For reference Senate bylaws are here: <https://senate.ucr.edu/committees>
 - g. In consultation with the Graduate Council, develop a plan for updating and oversight of student evaluation of graduate student teaching.
 - h. Investigate possible ways to develop an Instructor of Record evaluation of graduate student teaching.
 - i. Report to the Executive Council and Division their approvals and updates to SETs.
 - j. Evaluate how teaching evaluations are used for the assessment of faculty as part of the tenure and promotion process.

Ken Barish, Division Chair, February 11, 2026

**The TSET Committee is a temporary committee that will oversee the transition from the current student teaching evaluation system to the newly approved instrument (estimated timeline: Winter-Fall 2025). This committee will supervise the Spring 2025 pilot and the Fall 2025 campus-wide roll-out, ensuring a smooth implementation.*

***The Senate service year is September 1 through August 31. The August 31 end date for the workgroup is so the standing committee can begin on September 1, 2028.*