Memorandum

To: ECU Official Faculty

From: Ron Mitchelson  
Provost and Senior Vice Chancellor for Academic Affairs

Andrew Morehead  
Chair of the Faculty

Re: SPOTS

Date: March 5, 2015

The purpose of this memo is to clarify how unit administrators may utilize SPOTS survey results in personnel actions. Unit administrators have access to SPOTS two weeks after Fall and Spring commencements (see http://www.ecu.edu/csc-acad/ipar/assessment/spots.cfm# for more information and a link to the survey results). As soon as practicable, the unit administrator should review the results, identify potential areas of concern, and take the appropriate actions. As SPOTS is primarily intended to be formative, potential actions might include an action plan with monitoring of the instructor to insure on-time return of graded materials, working with the faculty member to provide needed teaching assistant support, or assigning experienced faculty members to mentor/evaluate the instructor.

As clearly specified in the Faculty Manual, SPOTS data is not to be condensed into a numerical rating, but information derived from SPOTS is appropriate for inclusion in annual evaluations and other personnel actions. For example, if a sizable percentage report that an instructor did not return feedback in a timely manner, the follow-up actions and findings (for example: Blackboard gradebook checks, unit administrator class visit, etc.) may be included in the evaluation. As always, multiple forms of teaching evaluation must be utilized in any personnel action (Faculty Manual Part VIII Section 1.III).

In a similar vein, anonymous student complaints may not be utilized in any personnel action, but the results of subsequent investigation of those complaints are appropriate for inclusion in any personnel action (so long as the anonymous complaint itself is not included). For example, if a student anonymously complains of chronic lateness by the instructor, the redacted complaint may not be included, but if the subsequent check by the unit administrator verifies that complaint, the administrator’s observations may be included.

Raw response data from SPOTS must be included in the PAD in the student opinion of instruction survey section (i.e. section B.5 of cumulative report, Faculty Manual Part X). The student comments are not included.