TO: The Academic Senate

FROM: Faculty Affairs Committee

SUBJECT: Policy on Periodic Evaluation of Temporary Faculty

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate approve the attached Policy on Periodic Evaluation of Temporary Faculty as modified by FAC; effective Fall 09

BACKGROUND
INFORMATION: In a memo dated September 19, 2008, Academic Senate Chair Sue Opp informed the FAC that the Policy on Period Evaluation of Temporary Faculty appeared to be out of compliance with the most recent Collective Bargaining Agreement (CBA). Although the 07-08 FAC had reviewed the document for compliance, it had not sent a revision to the Academic Senate. The 08-09 FAC was asked to review the document for compliance and, in addition, to address membership in the peer review committee for evaluation of temporary faculty. This policy revision was reviewed by the Lecturer Subcommittee, which then made recommendations to FAC.

The attached revision of the Policy on Periodic Evaluation of Temporary Faculty is aligned with the current CBA, making reference to specific sections of the CBA throughout the document. Section 2.1.1.b specifically links composition of the peer review committee to provisions of the CBA under 15.2.

The other major changes are a revision of the evaluation timeline (sections 2.1 and 2.4) and clarification of the right of notification (2.2) and rebuttal (2.3).

Finally, it was the intention of the FAC to include a section regarding a permanent policy on Evaluation of Coaches, but this could not be accomplished in 08-09. Please refer to the interim policy for Evaluation of Coaches until a permanent policy is approved.
POLICY ON PERIODIC EVALUATION OF TEMPORARY FACULTY (not coaches)

In keeping with the charge of the Statewide Academic Senate to the individual CSU campuses, dated November 1-2, 2001 (AS-2550-01/FA (Rev.)), and consistent with the Collective Bargaining Agreement (CBA), the following policy and procedures for evaluation of temporary faculty are recommended to the CSUH CSUEB Academic Senate.

1. POLICY

Temporary faculty shall be evaluated on instructional performance. The evaluation shall be
based on student evaluations and on other forms of evidence, examples of which include, but are
not limited to, classroom observations, course syllabi, class assignments, sample papers and/or
exams, other instructional material, evidence of grading practices, and signed letters from
students. The evaluation of instructional performance shall include an evaluation of the
temporary faculty member’s currency in the field. Evidence of currency includes, but is not
limited to, professional activities, instructional material, or incorporation of technology. In
addition, full-time temporary faculty shall be evaluated on internal university contributions that
are part of the work assignment.

Departments and equivalent units in each of the Colleges at CSUH CSUEB may establish
internal criteria and procedures for evaluation of temporary faculty. However, these procedures
shall be consistent with the provisions of the CBA regarding evaluation of temporary faculty
(Sections 15.21–15.24 15.23–15.27) and with the procedures below. When a department or
equivalent unit establishes or revises its own internal criteria and procedures, it shall provide the
procedures to the Academic Senate for approval and to the Office of Academic Affairs.

2. PROCEDURES

As used in this section, the term academic year means Fall-Winter-Spring.

2.1 Cycle of evaluation

Full-time and part-time temporary faculty holding three-year appointments are not required to be
evaluated annually. However, they must be evaluated at least once during the term of their
appointment and may be evaluated more frequently upon the request of either the temporary
faculty member or the President (15.26).

Temporary faculty shall be evaluated in the following cycles:

As used in this section, the term academic year means Fall-Winter-Spring.

2.1.1 Full-time temporary faculty
Full-time temporary faculty not holding three-year appointments shall be evaluated annually. Full-time temporary faculty holding three-year appointments shall normally be evaluated in year two. Documentation shall include:

   a) student evaluations of teaching performance for those with teaching duties, as documented in the department or equivalent unit's teaching evaluation forms
   b) a peer review by an elected committee of probationary and/or tenured faculty in the department as defined in provision 15.2, and evaluations by appropriate administrators
   c) a list of the courses previously taught by the temporary faculty member (12.7 and 12.8) and other duties that are part of the work assignment in that department or equivalent unit
   d) material submitted by the temporary faculty member (15.9) and by faculty, students, academic administrators, and the President (15.2)
   e) Personnel Action File

2.1.2. Part-time temporary faculty appointed for three or more quarters

Part-time temporary faculty appointed for three or more quarters in an academic year not holding three-year appointments shall be evaluated annually. Part-time temporary faculty appointed for three or more quarters in an academic year holding three-year appointments shall normally be evaluated in year two. Documentation shall include:

   a) student evaluations of teaching performance for those with teaching duties, as documented in the department or equivalent unit's teaching evaluation forms
   b) evaluations by appropriate administrators and/or department chair, and an opportunity for peer input from the department or equivalent unit
   c) a list of the courses previously taught by the temporary faculty member (12.7 and 12.8) and other duties that are part of the work assignment in that department or equivalent unit
   d) material submitted by the temporary faculty member (15.9) and by faculty, students, academic administrators, and the President (15.2)
   e) Personnel Action File

2.1.3. Part-time temporary faculty appointed for two quarters

Part-time temporary faculty appointed for two quarters in an academic year shall be evaluated at the discretion of the department chair or appropriate administrator. The temporary faculty member may request that an evaluation be performed.

Part-time temporary faculty appointed for two quarters in a single academic year are potentially eligible for three-year appointments (12.12). Therefore, although not required, chairs and administrators should consider evaluating them annually and including the following documentation:

   a) student evaluations of teaching performance for those with teaching duties, as documented in the department or equivalent unit's teaching evaluation forms
   b) evaluations by appropriate administrators and/or department chair, and an opportunity for peer input from the department or equivalent unit
   c) a list of the courses previously taught by the temporary faculty member (12.7 and 12.8)
and other duties that are part of the work assignment in that department or equivalent unit
d) material submitted by the temporary faculty member (15.9) and by faculty, students,
academic administrators, and the President (15.2)
e) Personnel Action File

2.144 Part-time temporary faculty appointed for one quarter

Part-time temporary faculty appointed for one quarter in an academic year shall be evaluated at
the discretion of the department chair or appropriate administrator. The temporary faculty
member may request that an evaluation be performed.

2.5.2 Notification of evaluation policy and procedures

Notification of evaluation policy and procedures shall be in accordance with the CBA (12.2 and
15.3):

Each new faculty unit employee shall also be provided no later than fourteen (14) days
after the start of the quarter/semester with written notification of the evaluation criteria and
procedures in effect at the time of his/her initial appointment. The faculty unit employee shall be
advised of any changes to those criteria and procedures prior to the commencement of the
evaluation process. Once the evaluation process has begun, there shall be no changes in criteria
and procedures used to evaluate the faculty unit employee during the evaluation process.

2.6.3 Copies of evaluations provided: Right to rebuttal and meeting

In accordance with CBA 15.5: At all levels of review, before evaluations are forwarded to a
subsequent review level, temporary faculty shall be given a copy of the evaluation. The
temporary faculty member may submit a rebuttal statement or response in writing and/or request
a meeting be held to discuss the evaluation within ten (10) days following receipt of the
evaluation (15.5).

2.6.4 Quarters of evaluation Disposition of evaluation materials

The quarters of the evaluation cycle shall include the Spring Quarter of the previous academic
year and Fall and Winter Quarters of the current academic year, and may include Summer
Quarter of the previous academic year.

Nothing in this section shall preclude a part-time temporary faculty member appointed only for
Spring quarter in the current academic year from requesting an evaluation be performed during
the current academic year.

Department evaluation of temporary faculty shall normally be completed by the middle of the
Spring Quarter, in time for chairs and deans to complete the periodic evaluation form for Academic Affairs. In accordance with CBA 15.27, the form shall be placed in the temporary faculty member’s Personnel Action File, and the temporary faculty member shall be provided a copy.

2.5 Disposition of evaluation materials

Copies of any materials used to evaluate a temporary faculty member shall be provided to the faculty member before being forwarded to the next review level. No evaluation material shall be placed in the temporary faculty member’s Personnel Action File without prior notification to that faculty member (11.4).

Department evaluation of temporary faculty shall normally be completed by the middle of the Spring Quarter, in time for chairs and deans to complete the periodic evaluation form for Academic Affairs. The form shall be placed in the temporary faculty member’s Personnel Action File, and the temporary faculty member shall be provided a copy (15.24 15.27).

If not available in time for periodic evaluation, Spring Quarter student evaluations of teaching performance, as documented in the department or equivalent unit's teaching evaluation forms, shall be included the following academic year.

2.786 Range elevation policies and procedures

Range elevation policies and procedures are covered in a separate CSUH CSUEB document, which is available from the Office of Academic Affairs.

(The Range Elevation document is currently on the Academic Affairs web page.)

02-03 FAC 6, Approved by the Senate on May 20, 2003