



POLICY ON PERIODIC EVALUATION OF TEMPORARY FACULTY*

**not coaches*

History:

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

08-09 cFAC 6 revised, approved by the Senate on May 19, 2009 (effective Fall 09)

17-18 FAC 6, approved by President on June 27, 2018

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 CSUEB Academic Senate.

I. 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 CSUEB may establish internal criteria and procedures for evaluation of temporary faculty. However, these shall be consistent with the provisions of the CBA regarding evaluation of temporary faculty (Sections 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 these to the Academic Senate for approval and to the Office of Academic Affairs. (Note: Only tenured or FERP faculty may evaluate temporary (or other) faculty (15.2); probationary faculty and lecturers may, however, perform classroom observations if they adhere to the notice provisions of the CBA (15.14) and if the department has made classroom observation a regular part of their practice for evaluating teaching faculty)

II. PROCEDURES

As used in this section, the term academic year means Fall/Spring Semesters.

A. 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:

i. Full-time temporary faculty (15.23)

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 three. Documentation for both categories of full-time temporary faculty 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 the department 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) (Note: some of these materials may be in the Personnel Action File (PAF)
a review of the PAF

ii. Part-time Temporary Faculty holding three-year appointments (15.29)

Part-time temporary faculty holding three year appointments shall be evaluated in year three of their three-year appointment unless the employee or the President requests a more frequent review (15.26). The review in year three shall be comprehensive, i.e., shall include a review of all documentation from the three-year period under review.

Such 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 the department 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. materials submitted by the temporary faculty member (15.9) and by faculty, students, academic administrators, and the President (15.2) (Note: some of these materials may be in the PAF)
- e. a review of the PAF

iii. Part-time temporary faculty who have worked at least one semester or two quarters each year for six consecutive years

Faculty in this category must receive a comprehensive evaluation at the end of year 6. The evaluation shall include a review of 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 for all six years
- b. a peer review by an elected committee of the department 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. materials submitted by the temporary faculty member (15.9) and by faculty, students, academic administrators, and the President (15.2) (Note: some of these materials may be in the PAF)
- e. a review of the PAF

iv. Part-time temporary faculty appointed for two semesters (15.24)

Part-time temporary faculty appointed for two semesters in an academic year not holding three-year appointments shall be evaluated annually. A review by a department committee is not required. The following documentation shall be part of the review:

- 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) (Note: some of these materials may be in the PAF) a review of the PAF

v. Part-time temporary faculty appointed for one semester

Part-time temporary faculty appointed for one semester 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 one semester 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 reviewing 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) (Note: some of these materials may be in the PAF)
a review of the PAF

B. 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 semester with written notification of the evaluation criteria and procedures in effect at the time of their 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.

- i. All periodic evaluations are conducted on a form available on the Academic Affairs website. Additional sheets of paper may be attached to the form. It is not necessary to attach the student evaluations of teaching as these are available in the PAF.

C. 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. All evaluations shall be sent to the temporary faculty member using both an email scan and a paper copy deposited in the faculty member's mailbox. The faculty member may also submit their rebuttal using email. However, a signed paper copy should also be submitted to the department office or college as soon as possible.

D. Semesters of evaluation

The semesters of the evaluation cycle shall include the Spring Semester of the previous academic year (or, Spring quarter of the previous academic year if the evaluation occurs during the 2018-2019 academic year) and Fall Semester of the current academic year and may include Summer Session.

Nothing in this section shall preclude a part-time temporary faculty member appointed only for Spring semester from requesting an evaluation be performed before the conclusion of that Spring semester.

Department evaluation of temporary faculty shall normally be completed by the middle of the Spring Semester, 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.

E. Disposition of evaluation materials

Copies of any materials used to evaluate a temporary faculty member shall be provided to that 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).

F. Range elevation policies and procedures

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

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