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 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 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.

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:

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 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

2.1.4 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.

2.2 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.

2.3 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.

2.4 Quarters of evaluation

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 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 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).

2.6 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.)

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