



CALIFORNIA STATE UNIVERSITY, STANISLAUS

MEMORANDUM

DATE: November 21, 2008

TO: General Faculty

FROM: Flora Watson, Chair
The University Retention, Promotion and Tenure Committee

SUBJECT: Revised Evaluation timelines for evaluating temporary faculty-AY 2008/09

In response to the revised CSU Stanislaus Evaluation Policy and Procedures for Temporary Faculty (3/AS/08/FAC) the University Retention, Promotion and Tenure Committee is providing the following timelines for temporary faculty as mandated by the policy. The policy may be reviewed at: <http://www.csustan.edu/facultyhandbook/Publications/Polices/Fac/TempLecturerEvaluationPolicy.pdf>

All temporary faculty are to be provided a printed copy of the evaluation policies and procedures as developed by the department and a copy of the campus policy no later than fourteen days after the acceptance of an initial temporary appointment.

Timelines for completion of the process for full-time temporary faculty are stated below:

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| Monday, April 20, 2009 | Candidate submits material for evaluation to Department Chair and/or Committee |
| Monday, April 27-May 1, 2009 | Student input to Department Chair and/or Committee |
| Friday, May 8, 2009 | Tentative evaluation from Department to candidate |
| Monday, May 18, 2009 | Evaluation from Department to Dean |
| Wednesday, May 27, 2009 | Tentative evaluation from Dean to candidate ¹ |
| Friday, June 19, 2009 | Final evaluation documentation forwarded to Faculty Affairs for placement in Personnel Action File |

Timelines for completion of the process for part-time temporary faculty are stated below:

Part-time temporary faculty appointed for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the department or equivalent unit criteria appropriate to that assignment. Departments may develop additional procedures and request additional materials for review so long as these requests are evenly applied to all under review

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| Tuesday, June 30, 2009 | Evaluation by department chair according to the protocol set by the department |
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¹ Contract Language (Article 15.5): "The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall...also be sent to all previous levels of review..." "The term 'day'...refers to a calendar day." (Article 2.11)