

University of California, Stanislaus  
College of the Arts, Humanities, and Social Sciences  
**Department of Art**

Criteria and Procedures for Temporary Faculty Evaluations

Pursuant to Section 4 of 34/AS/13/FAC - CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty that addresses process considerations for Temporary Faculty, the Department of Art has developed additional procedures beyond what is laid out in 34/AS/13/FAC to assist in the evaluation of such temporary faculty. The Collective Bargaining Agreement mandates a periodic evaluation of temporary faculty that results in written statements which are placed in the candidate's Personnel Action File. As Section 1 of 3/AS/08/FAC declares, there is a three-fold purpose for such evaluations: 1) provide our students with the best instruction...; 2) provide these faculty with timely feedback concerning their efforts; and 3) assist in the careful consideration of faculty needed for any future temporary or probationary positions for which they may be candidates.

Each part-time temporary faculty member will be evaluated by the Department Chair or assignee from Tenure Track/Tenured faculty. Each full-time temporary faculty member will be evaluated by the Department's Retention, Promotion, and Tenure Committee. At the heart of the evaluation scheme for temporary faculty is an assessment of whether instructional performance reaches a satisfactory or unsatisfactory level. This assessment will be based on the following:

1. Pursuant to 33/AS/13/FAC – Amendment to 9/AS92/FAC - Policy on Student Evaluation of Teaching, all faculty unit employees and administrators who teach are required to conduct student evaluations in no less than 50% of all courses per year with a minimum of one course per semester using the IDEA Short Form or approved substitute(s). Faculty unit employees and administrators teaching one or two classes annually shall have all classes evaluated. UEE courses are not part of the 50% as required by the Unit 3 faculty contract. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. The department chairperson may approve evaluation of additional courses if requested by the instructor.
2. Pursuant to Article 12.12 temporary faculty “eligible” for a three-year appointment shall be evaluated in the academic year preceding the issuance of a three-year appointment and pursuant to Article 12.13 temporary faculty who “currently” hold a three-year appointment shall be evaluated in the third year of the appointment. **The Department has determined that this evaluation shall include a classroom evaluation by a Tenure Track/Tenured faculty member in the Department.**
3. For every class/section taught by temporary faculty, the course syllabus must be submitted to the Department Chair/Department RPT Committee.
4. **The first time a temporary faculty member teaches any given course in the Department, a classroom evaluation shall be performed by a Tenure Track/Tenured faculty member of the Department.**

On the basis of the data provided through these three information sources, the Department Chair/Department RPT Committee shall make the evaluation recommendation and forward copies of that evaluation recommendation and all supporting documentation to the Dean of the College of the Arts, Humanities, and Social Sciences. The Department shall adhere to the annual calendar of timelines for evaluations issued by the University RPT Committee.