

Department of Criminal Justice

Department Evaluation Policy and Procedures for Temporary Faculty

As laid out in the Academic Senate resolution 3/AS/08/FAC all departments must have a written policy on evaluation of temporary faculty. This document is the approved department policy.

Full-Time Lecturers

The department chair or his/her designee will be responsible for the evaluation of full-time lecturers. The evaluation process will consist of the following:

Full-time Lecturer Responsibilities

All full-time faculty members will create a Working Personnel Action File (WPAF) that will form the record of faculty performance. Items to be included in the file include:

1. Vita
2. SPOT evaluations
3. Prior year's reviews
4. Any additional documentation that the full-time faculty member wishes to include in that file that is relevant for review such as student letters, comments or other items to show faculty performance

The chair or designee will perform an evaluation based on the following:

1. The faculty member's WPAF
2. Written comments from students
3. Feedback from other members of the department faculty
4. Observation of the faculty member's teaching, if such observation has been performed

A final evaluation letter will be completed at the end of spring semester. A copy of that evaluation will be shared with the full-time lecturer. The lecturer will have seven days to write a rebuttal if desired, and all materials will be forwarded to the Dean's office to be placed in the permanent file of the lecturer. The letter shall contain a recommendation whether to retain full-time instructor for potential future teaching assignments.