

College of Business Administration  
**Temporary Faculty Evaluation Policy**

Approved by the CBA Faculty on May 10, 2013

Approved by the CBA Faculty January 31, 2014

In accordance with campus policy (the revised CSU Stanislaus Evaluation Policy and Procedures for Temporary Faculty 34/AS/13/FAC) and in the spirit of our college's on-going efforts in continuous improvement, temporary faculty in the College of Business Administration shall be evaluated annually. Campus policy takes precedence over this policy, and hence any instances of conflict between campus and college policy will be resolved by adhering to campus policy.

**Timeline:** Full-time temporary faculty and part-time temporary faculty appointed for two or more semesters will be subject to the timeline published each Fall by the University Retention, Promotion and Tenure Committee. Both current and new temporary faculty unit employees eligible for a three-year appointment will be evaluated in the academic year preceding the issuance of a three-year appointment. Part-time temporary faculty appointed for a single semester are evaluated each semester as a part of the appointment process. Temporary faculty serving in two or more departments shall submit a copy of their documentation to each department they serve in.

**Documentation:** Documentation must be provided by the temporary faculty member to be included for consideration in the evaluation; these shall include:

- Copies of the faculty member's most recent student course evaluations, either IDEA or another evaluation instrument approved by the department and URPTC. As the evaluation process is annual, "most recent student course evaluations" will be interpreted to mean those evaluations from classes taught within the last eighteen months. Evaluation processing timelines may not allow for inclusion of the most recent semester's evaluations. Fifty percent of the faculty member's courses must be evaluated, as designated by 33/AS/13/FAC.
- A current curriculum vita listing professional experience, degrees or certificates earned, educational experience, and any additional teaching-oriented coursework completed or pedagogical workshops attended.
- Any other documentation [including but not limited to those categories listed below under evaluation] the faculty member under review wishes to include that provide evidence of his/her classroom efficacy.

**Review.** Documentation shall be reviewed by the entity recognized in the specific department. Said reviewing entity may differ from year to year, but may be the duly-elected Department RPT Committee or a special committee appointed by the Department Chair. If the Department Chair is not a member of the review committee he or she may submit a separate review letter. Once the evaluation has left the department the evaluation letters and file will be

forwarded to the Dean for his or her consideration and evaluation. After the Dean's evaluation has been completed the file will be forwarded to the Faculty Affairs Office.

**Evaluation.** The evaluation of the faculty member will focus primarily on instruction, and secondarily on professional preparation that impacts qualification to teach in the college.

- *Teaching.* Teaching is considered the top priority of the College of Business Administration. The entity charged with review of temporary faculty must be satisfied that the candidate is capable of successfully teaching all courses that the lecturer teaches. Indicators of success in this area include student responses on evaluation instruments, other documented student feedback if available, and teaching portfolios which may include course syllabi, course grades, student enrollment numbers, methodology used in the classroom, and any innovative materials developed and/or used. Inclusion of service learning opportunities, development of new courses and/or programs, and the development of alternative methods of instruction such as online and hybrid courses, are valued.
- *Professional Preparation.* A Master's Degree or Juris Doctor Degree and a significant amount of coursework in the discipline(s) taught, are required. Relevant work experience in the area of instruction and maintenance of professional certification -- such as the Certified Public Accountant, the Professional in Human Resources, and the like -- are additionally valued.

**Temporary faculty unit employees holding a three-year appointment will be rated either *Satisfactory* or *Non-Satisfactory*. A written rationale will accompany any non-satisfactory finding, and will then be placed in the employee's Personnel Action File.**