



CALIFORNIA STATE UNIVERSITY, STANISLAUS

COMPUTER SCIENCE

Policy for Evaluation of Temporary Faculty

- I. Temporary faculty will be evaluated once during each academic year, or, if the faculty member has a new or current three year appointment, the faculty member will be evaluated at the end of each three year appointment. The evaluation will be completed according to the timeline established by the URPTC.
- II. Part time temporary faculty will ordinarily be evaluated by the Department Chair. If so desired, a part time faculty member may request to be evaluated by a committee of tenured faculty. Ordinarily, this committee will be the Department Retention, Promotion and Tenure Committee. A part time temporary faculty member may request a special evaluation committee, in which case a committee of 2 or 3 tenured faculty in the Department will be selected jointly by the Department Chair and the part time temporary faculty member. Prior to being forwarded to the dean, the results of the evaluation will be sent to the tenured faculty of the Department for their review.
- III. Full time temporary faculty will be evaluated by the Department Retention, Promotion and Tenure Committee.
- IV. Ordinarily, the criterion of evaluation for temporary faculty will be the quality of their teaching. If a specific job description has been written for a particular position filled by a temporary faculty member, that specifies duties other than direct instruction, the evaluation of that faculty member will also include the quality of performance of those additional duties. The written evaluation will include a summary statement indicating that performance is satisfactory or unsatisfactory. If performance is rated as unsatisfactory, the written evaluation will specifically identify areas for improvement, and specific recommendations of actions or behavior that would lead to a satisfactory evaluation in the next evaluation period.
- V. Evidence of quality of teaching shall include, at a minimum, written student evaluations completed since the most recent preceding evaluation, included in the faculty member's PAF. Faculty will include evaluations from at least 50% of their courses each year. A temporary faculty member may, at their option, submit additional information, such as syllabi, to be considered in the evaluation. A temporary faculty member may request or initiate peer visitations in their classroom. The Department Chair or evaluation committee will solicit input from other faculty in the Department. Such input shall not be anonymous. If a temporary faculty member had a summary evaluation of needing improvement or unsatisfactory in the preceding evaluation, the Department Chair or evaluation committee, in consultation with the affected faculty member, may request specific additional material, or may require peer classroom visitations. Any peer classroom visitation will be at a time agreed to by the temporary faculty member, and will be announced at least five days in advance.
- VI. Each temporary faculty member will receive a written copy of the evaluation, and shall be given ten (10) days following receipt of the recommendation to submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation before it is forwarded outside the Department.
- VII. This policy is governed by 34/AS/13/FAC--CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty, and 33/AS/13/FAC, and includes by reference any additional specific requirements.