

*Department of Chemistry  
California State University, Stanislaus*

*Policy and Procedures for Reviewing Full-time and Part-time Lecturers  
Effective January 2013*

*Note: These policies and procedures are intended to implement provisions of the Unit 3 Collective Bargaining Agreement (CBA), found in Articles 15.1-15.24 and alignment with policy 34/AS/13/FAC. In the event of a potential perceived conflict between this document and the CBA, the text of the union contract will always supercede local policies and procedures.*

The Department RPT Committee is responsible for reviewing all full and part-time instructors teaching in the department. Both the “new 3-yr” and “current 3-yr” lecturers are evaluated in their 3<sup>rd</sup> year and are rated as either *Satisfactory* or *Non-Satisfactory*. This review will be conducted according to the university established timeline for a given academic year. The assessment shall be based on a careful review of faculty, staff and student evaluation and feedback with respect to satisfaction and progress on relevant course objectives, instructional practices and department guidelines. A summary of student IDEA evaluations must be included per CBA provisions for at least 50% of the courses instructed as identified in 33/AS/13/FAC. In addition, students may elect to provide the Chair with oral or written feedback on their own initiative. Classroom observations will be arranged at the option of the Chair, and conducted by the Chair or his/her designee; such visits will be deemed necessary components of the annual review if significant questions or issues arise concerning the quality of instruction. Instructors should be prepared to provide the Chair with a complete packet of course materials (including course syllabus, handouts, assignments, and sample feedback to student work) upon request. Pursuant to Article 15.12c of the Unit 3 Collective Bargaining Agreement, the Department Committee will review the instructor's Personnel Action File prior to forwarding an evaluation and recommendation to the Dean.

***Criteria for the annual review:***

***Instructional Quality:*** includes appropriate coverage of course material; appropriateness of assignments; clarity and coherence of class presentations; effective management of class time; student perceptions of the quality of their learning experience; student perceptions of instructor's preparation; quality of instructor's evaluation of graded student work and feedback on assignments; accessibility to students seeking assistance during office hours; and timely completion of teaching responsibilities.

***Student feedback:*** includes university and department-approved evaluation forms (mandatory IDEA summary); letters; petitions; and other written or oral input from students, including formal and informal complaints expressed to the Chair.

***Service Beyond the Appointment:*** includes work extending beyond the contract course assignments such as research efforts, student research projects, course development, community and university service activities, and involvement in programs or committee work.

Each instructor is to receive a written copy of the annual review and may respond in writing to any questionable component of the review. The response should include appropriate evidence in support of a counter-veiling assessment. If the instructor's response is compelling, the review should be revised to reflect the new perspective. Final evaluations will be forwarded to the Dean.