

### **English Department Criterion & Procedures for Evaluation of Temporary Faculty**

**Criterion:** Teaching Effectiveness. Effective teachers facilitate student engagement and communicate clearly. Evidence may include but is not limited to the following:

- Asking questions that encourage students to think about subject matter
- Providing opportunities for students to respond and to raise questions—especially leaving enough wait time after questions for students to respond
- Using teaching methods that address the diversity of student learning styles
- Creating a supportive classroom environment that reinforces respect for one another's experiences
- Meeting class regularly and on time
- Providing students with a syllabus that includes the course's objectives, requirements, and grading policy.
- Having a clear understanding of the material and relating it to students
- Communicating course expectations to students
- Offering useful oral and written feedback
- Demonstrating knowledge and interest in the subject
- Being available to students outside of class (e-mail or F2F)
- Sequencing assignments to build on previous knowledge and assignments and to help students make connections to new information/ideas
- Providing comprehensible, purposeful, and substantive assignments and in-class instruction
- Demonstrating fairness when grading/responding
- Using classroom space effectively to meet curriculum goals
- Making class sessions meaningful and productive—choosing effective activities for learning the material
- Demonstrating professionalism

**Procedure:**

1. Chair will provide 34/AS/13 and department criteria in writing to temporary faculty within 14 days of initial employment. Per 33/AS/13, all Unit 3 faculty instructors will 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. Faculty teaching one or two classes annually shall have all classes evaluated.

2. For *full-time temporary faculty*, the DRPTC will request and review:

- a. IDEA forms
- b. Input from Faculty Unit employees
- c. Entire PAF

The DRPTC must inform the candidate of any additional materials placed in the PAF.

3. For *part-time temporary faculty* the chair will request and review:

- a. IDEA forms
- b. Syllabi, student written assignments with instructor response, and summaries of classroom observations for part-time temporary faculty in the first two years of teaching for the Department.

Faculty members with three-year appointments are normally evaluated during the third year of their three-year cycle. More frequent evaluations may be made per the provisions of 34/AS/13.

4. Candidates may submit additional materials, including the English Department's form for student evaluation of teaching.

5. For *full-time temporary faculty* the Chair may write a separate recommendation.

6. Evaluations are provided to the candidate who may provide a written rebuttal and/or request a meeting with the committee.

7. The department's written review(s), along with a rating of "Satisfactory" or "Not Satisfactory," and any rebuttals, are forwarded to the dean.

This criterion and these procedures fulfill the requirement in section 2.2 of the CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty.

**Revised and approved by the department January 31, 2014.**