

Department of History
College of the Arts, Humanities and Social Sciences

Criteria and Procedures for Temporary Faculty/Lecturer Evaluations

The Department's policy and procedures for evaluating its temporary faculty are directly pursuant to 34/AS/13/FAC (officially entitled "CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty"). The Department has also developed additional procedures beyond what is laid out in 34/AS/13/FAC to assist in the evaluation of such temporary faculty and they will be evenly applied to all such faculty in the Department. The Collective Bargaining Agreement mandates a periodic evaluation of temporary faculty that results in written statements which are placed in the candidate's Personnel Action File. As Section 1 of 34/AS/13/FAC declares, there is a three-fold purpose for such evaluations: 1) provide our students with the best instruction...; 2) provide these faculty with timely feedback concerning their efforts; and 3) assist in the careful consideration of faculty needed for any future temporary or probationary positions for which they may be candidates.

Temporary faculty in their sixth consecutive year of teaching in the Department and eligible for a 3 year appointment shall be evaluated by the Department RPT Committee in that sixth year (i.e., the academic year immediately preceding the issuance of a 3 year appointment). They shall be evaluated on their cumulative work performance during the entire qualifying period. The evaluation by the DRPTC shall rate the faculty member as either satisfactory or unsatisfactory. A 3 year appointment shall be issued if the temporary faculty member is determined by the appropriate administrator (the CAHSS Dean) to have performed in a satisfactory manner.

Temporary faculty holding a 3 year appointment shall be evaluated in the third year of the appointment. The evaluation by the DRPTC shall rate the faculty member as either satisfactory or unsatisfactory. This periodic evaluation shall consider the employee's cumulative work performance during the entire 3 year appointment. A subsequent 3 year appointment shall be issued if the temporary faculty member is determined by the appropriate administrator (the CAHSS Dean) to have performed in a satisfactory manner.

Both full-time and part-time temporary faculty appointed for one or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment in terms of the Department criteria appropriate for that assignment. Each part-time temporary faculty member working for the Department will be evaluated by the Department Chair, except as otherwise noted below. Each full-time temporary faculty member will be evaluated by the Department Retention, Promotion, and Tenure Committee. **The evaluation of temporary faculty will assess whether the lecturer's instructional performance reaches a satisfactory or unsatisfactory level. The following components constitute the core elements of this evaluative process:**

- 1. Pursuant to 33/AS/13/FAC, current University policy states that 50% of all courses taught by an instructor (temporary or tenure track) are required to have IDEA evaluations conducted, with a minimum of at least one class per semester evaluated with said instrument. Those completed IDEA forms and summary sheets must be submitted to the Department Chair/Department RPT Committee for review.**

2. Every class taught by an instructor is required to be evaluated by the History Department Student Evaluation instrument, INCLUDING those classes already evaluated with the university approved instrument.

3. The IDEA Evaluation and History Department evaluation scores, which are both scored on a 1.00-5.00 range, will be averaged to provide a numerical score on a 1.00-5.00 scale for Student Evaluations for the time period under which the instructor is being evaluated.

4. For every class/section taught by a lecturer, the course syllabus must be submitted to the Department Chair/Department RPT Committee. The course content and syllabus will be evaluated and ranked on a 1.00 to 5.00 range for each of the following characteristics:

Does the syllabus convey clearly the course objectives and requirements

Is the course structure and are the assignments appropriate for the level of the class

Do the required reading and written assignments meet the standards of the department

(which are provided to instructors in written form their first term teaching for the

department) and does the course require some form of written work that is graded by

the instructor.

The Department Chair/RPT Committee reviewing the syllabus will rate the instructor on a scale of 1.00-5.00 for each of these criteria, which will then be averaged for score for

Syllabus/Course Content on a range of 1.00-5.00. If an instructor teaches more

than one course during the period of evaluation, the average of these scores on a scale of 1.00 to 5.00 will be given.

5. During the first semester in which temporary faculty teaches for the History Department, the chair (or the Chair's designee) will observe one or more class periods (or at least one hour of a longer class) and will record observations, noting both positive and negative aspects of instruction in the class. The Chair or his/her designee may observe classes in subsequent semesters, but is not required to do so. That faculty member who observed the class will write a memo summarizing their observations and submit that memo to the Department Chair/Department RPT Committee. The classroom observer will also rate the instructor on a scale of 1.00 to 5.00 on each of the following:

Lecture clarity and delivery if it is a lecture class

Lecture and /or Discussion Content

Class engagement

These scores will be averaged to give a score for Classroom Performance on a range of 1.00 to 5.00. If more than one class is observed during the evaluation period, all scores will be averaged for a comprehensive score on a scale of 1.00 to 5.00.

6. The numerical scores for Student Evaluations, Classroom Performance, and Syllabus/Course Content will be averaged to give a Comprehensive Score for the instructor for the time period of the evaluation on a range of 1.00 to 5.00.

7. The Chair/Department RPT Committee will request input from all tenured and tenure track department faculty during the period of evaluation of the instructor.

8. The Chair/RPT Committee will write a report on each instructor for the period under evaluation that includes the following:

The student evaluation scores for both the university and department evaluation instruments along with the combined Student Evaluation score on a scale of 1.00-5.00 as well as any pertinent student comments from these instruments.

The written comments from the classroom observation as well as the numerical score on a scale of 1.00 to 5.00 for Classroom Performance

The numerical score for Syllabi/Course Content on a scale of 1.00 to 5.00 and a discussion if deemed necessary of the syllabi and/ or course content.

The Comprehensive Score for the instructor on a scale of 1.00 to 5.00.

Fulfillment of all the Departmental requirements for temporary faculty as outlined in the History Department "Guidelines for Part-Time Faculty."

An overall assessment of the instructor's performance based on these criteria as well as any other pertinent information.

9. The Chair/RPT Committee will forward a copy of this report to the instructor, who must sign a copy of the report and if he/she desires submit a rebuttal. This report will be included in the instructor's PAF.

On the basis of the input and data provided through these, the Department Chair/Department RPT Committee shall make the evaluation recommendation and forward copies of that evaluation recommendation and all supporting documentation to the Dean of the College of the Arts, Humanities and Social Sciences. The Department shall adhere to the annual calendar of timelines for evaluations issued by the University RPT Committee.

Revised: 1/29/14

KR