



**CALIFORNIA STATE UNIVERSITY, STANISLAUS**  
**Department of Kinesiology**

**Department Evaluation Policy and Procedures for Temporary Faculty**  
**(3/AS/08/FAC)**  
**Approved 11/2010**

Lecturers, both full and part-time, shall be evaluated according to the CSU Stanislaus Evaluation Policy and Procedures for Temporary Faculty (3/AS/08/FAC). The Department of Kinesiology will adhere to the University Retention, Promotion, and Tenure Committee's calendar for review of temporary faculty.

**Notification:**

Within fourteen (14) days after the acceptance of an initial temporary appointment, the Department Chair (or appropriate administrator) shall provide the temporary faculty member with a printed copy of the evaluation policies and procedures in effect at that time, and the criteria developed by the department. At the initiation of the review, the faculty member under review shall again be given a copy of the Department of Kinesiology policy, guidelines for material preparation (included in the attached document) and the University policy which can also be located at <http://www.csustan.edu/facultyhandbook/Publications/Polices/Fac/TempLecturerEvaluationPolicy.pdf>. A member of the Kinesiology Department RPT Committee or the Department Chair (when appropriate) shall serve as liaison to assist the faculty member under review. As a result of this review, the Chair or appropriate administrator shall forward copies of the evaluation recommendation and all supporting documentation to the college Dean or appropriate administrator who shall in turn forward his or her written recommendation to the Office of Faculty Affairs, for inclusion in the Personnel Action File (PAF).



**CALIFORNIA STATE UNIVERSITY, STANISLAUS**  
**Department of Kinesiology**

**Process:**

**Part-time Temporary Faculty**

- This review will occur annually
- Part-time temporary faculty appointed within a single department for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the department or equivalent unit criteria appropriate to that assignment
- The Department Chair initiates the evaluation process and conducts the review
- The Department Chair's evaluation will be based on the lecturer's teaching effectiveness at:
  - Developing and maintaining course syllabus using the department template and required curricular elements for each course taught
  - Regularly attending class meetings
  - Maintaining contact with the Department Chair to facilitate communication about departmental decisions, changes in curriculum, and evaluation deadlines
  - Fulfilling all terms of their particular assignment and the department criteria appropriate to that assignment
  - Written student evaluation forms

To further assist in evaluating the lecturer's teaching effectiveness, the Department Chair may also request:

- Input from department faculty, employees and/or students
- All materials previously assembled in the PAF
- One (1) classroom observation completed by Department of Kinesiology faculty member(s). The observation will be at a mutually agreed upon class session and notice of at least five (5) days prior to a classroom visit shall be provided to the affected faculty member.

**Candidates will submit the following materials in a binder as evidence of teaching effectiveness:**

1. List of courses taught by semester with enrollments
2. Copy of most recent syllabus/syllabi
3. Two examples of graded student work with assessment form/guidelines
4. IDEA evaluation summaries (as available)
5. Optional materials from candidate

\*Part-time temporary faculty appointed for one semester or less shall be evaluated at the discretion of the Department Chair. In addition, the department or equivalent unit or the employee may request that an evaluation be performed.

\*For faculty who have completed six (6) years of consecutive service, and are thus eligible for a three-year temporary appointment, there shall be no additional evaluation before granting the appointment. (See Article 12.12e of the CBA)



**CALIFORNIA STATE UNIVERSITY, STANISLAUS**  
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**Process:**

**Full-time Temporary Faculty**

- This review will occur in the last year of the full-time temporary faculty members three year contract
- Full-time temporary faculty appointed within a single department for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the department or equivalent unit criteria appropriate to that assignment
- The Department RPT Committee initiates the evaluation process and conducts the review
- The Department RPT Committee's evaluation will be based on the lecturer's teaching effectiveness at:
  - Developing and maintaining course syllabus using the department template and required curricular elements for each course taught
  - Regularly attending class meetings
  - Maintaining contact with the Department Chair to facilitate communication about departmental decisions, changes in curriculum, and evaluation deadlines
  - Fulfilling all terms of their particular assignment and the department criteria appropriate to that assignment
  - Written student evaluation forms
  - Input from faculty unit employees
  - All materials previously assembled in the PAF

To further assist in evaluating the lecturer's teaching effectiveness, the Department RPT Committee may also request:

- Further input from students beyond the written evaluation forms
- One (1) classroom observation per year completed by Department of Kinesiology faculty member(s). The observation will be at a mutually agreed upon class session and notice of at least five (5) days prior to a classroom visit shall be provided to the affected faculty member.

**Candidates will submit the following materials in a binder as evidence of teaching effectiveness:**

1. List of courses taught by semester with enrollments
2. Copy of most recent syllabus/syllabi
3. Two examples of graded student work with assessment form/guidelines
4. IDEA evaluation summaries (as available)
5. Optional materials from candidate

\*For faculty who have completed six (6) years of consecutive service, and are thus eligible for a three-year temporary appointment, there shall be no additional evaluation before granting the appointment. (See Art. 12.12e of the CBA)

\*Normally, faculty with three (3) year appointments are evaluated only once during the three year cycle (see Article 15.26 of CBA). However, more frequent evaluations may be made upon the request of either the affected faculty member or the President. Evaluation year will be determined by the Department Chair and/or the affected faculty member.