

California State University, Stanislaus

Liberal Studies Department  
Evaluation Policies and Procedures for Temporary Faculty  
*(Approved March 19, 2008)*  
(Revised May 4, 2009)  
(Revised November 14, 2011)  
(Revised March 27, 2013)

**Key to revisions: previously approved language is in italics. Changes in that section are underlined. New material is just plain.**

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 University Retention, Promotion and Tenure committee publishes a calendar for review of temporary faculty, which the Liberal Studies department shall follow.

*Lecturers in the Liberal Studies Department are responsible for teaching assigned courses, which include a set of required curricular and assessment elements that all Liberal Studies faculty include in their syllabus and assignments. All faculty who teach in the Liberal Studies department will be expected to follow the departmentally approved curriculum. Specifically, evaluation will be based on the following:*

- *Creating and maintaining a comprehensive syllabus for each course taught which includes the departmentally approved and required curricular elements.*
- *Maintaining contact with department chair in order to facilitate communication about departmental decisions, and changes in curriculum for relevant courses.*
- *Regular attendance at class meetings.*
- *Thorough and appropriate assessment of student learning throughout the course.*
- *Thorough understanding of required elements of each course, and appropriate implementation of these elements.*

Lecturers under review shall submit materials for review to the department on the scheduled date. The Review Committee shall forward a written evaluation to the Department Chair. The Chair will forward the department review to the Dean of the College.

Evidence of teaching effectiveness to be submitted must include:

- A copy of the most recent syllabus and packets for each class taught
- A list of courses taught, identified by semester, with enrollments and campus location
- A minimum of one observation per year, completed by Liberal Studies department faculty member(s)
- IDEA evaluation summaries (as available. These can be supplied by the department if necessary)
- Two examples of graded student work, with assessment form/guidelines

At the initiation of review, the faculty member under review shall be given a copy of the Liberal Studies department policy, the University policy, and guidelines for material preparation. A member of the department shall be assigned as liaison to assist the faculty member under review with preparing necessary materials. Full time lecturers are encouraged to provide at least some of the following additional material:

A narrative of advising duties, both in and out of class

A narrative statement of teaching

Examples of class activities, student work, and assessment rubrics

Observations/evaluations completed by department faculty

Candidate's right to rebuttal:

- At all levels of review, and before recommendations are forwarded to the next level of review, the candidate shall be given a copy of the written recommendation based on established, written criteria and materials submitted.
- The candidate may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.
- Copies of any written responses or rebuttal statements shall be distributed to all previous levels of review and shall be included in the Personal Action File.