



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### DEPARTMENT OF MATHEMATICS

### **Criteria for Evaluating Temporary Faculty**

Those temporary faculty in the Department of Mathematics not in a three-year appointment shall be evaluated each year of their employment. Those temporary faculty in a three-year appointment pursuant to provision 12.13 shall be evaluated in the third year of the appointment. This third year evaluation shall consider the employee's cumulative work performance during the entire three-year appointment, and shall rate the temporary employee as either satisfactory or unsatisfactory. The following shall be considered in the evaluation of temporary faculty members. These criteria fulfill the requirement in Section 2.2 of the CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty in the Department of Mathematics:

- a. Written student evaluation forms (IDEA) administered in 50% of courses taught with at least one course being evaluated each semester (Fall and Spring) whenever possible, and placed in the candidates Personnel Action File (PAF) in conformance with Section 15.15 of the Unit 3 Collective Bargaining Agreement (CBA).
- b. Written evaluation of classroom visits by (tenured and/or tenure-track) math faculty members. One classroom visit per semester for those temporary faculty not currently in a three-year contract, and one classroom visit annually for those temporary faculty in a three-year contract. The faculty member being evaluated shall be provided notice of at least five (5) days prior to a classroom visit taking place. In addition, consultation between the faculty member and the individual visiting his/her class shall take place.
- c. Copies of course syllabus and exams. Class handouts and any other appropriate materials may also be considered.
- d. Adherence to course descriptions and outlines provided by the Math Chair, as well as, adherence to all policies and procedures set forth by the Department of Mathematics which pertain to instructional assignments.
- e. Solicited student input. Only signed, written student feedback will be considered. The faculty member will be allowed to see and be given the opportunity to write a response to all such input before it is placed in his/her PAF in conformance with Section 15.17 of the Unit 3 Collective Bargaining Agreement (CBA).
- f. Any input from faculty unit employees.
- g. All materials previously assembled in the PAF.

5/12/16