

CSU Stanislaus
Department of Music
Evaluation Criteria for Temporary Faculty (Full-time)

Required Materials: Pursuant to 34/AS/13/FAC CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty, Section 4.1

a. Written evaluations

1. Written student evaluation forms (IDEA)

All faculty are now required to have 50% of their courses evaluated.

Per article 15.15 all faculty unit employees and administrators are required to 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 or approved substitute(s). Faculty unit employees and administrators teaching one or two classes annually shall have all classes evaluated. UEE courses are not part of the 50% as required by the Unit 3 faculty contract. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee and his/her department chair. In the event of a disagreement, each party shall select 50% of the total courses to be evaluated. The department chairperson may approve evaluation of additional courses if requested by the instructor.

2. Peer review committee

- a) Temporary faculty in the sixth consecutive year of teaching in the same department and eligible for a 3-year appointment shall be evaluated by a peer review committee on their cumulative work performance during the entire qualifying period. The evaluation by the peer review committee shall rate the faculty member as either satisfactory or unsatisfactory. A 3-year appointment shall be issued if the temporary faculty is determined by the appropriate administrator (Dean) to have performed in a satisfactory manner. (See Article 15.28)
- b) Temporary faculty holding a 3-year appointment shall be evaluated in their third of the appointment. The evaluation by a peer review committee 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 (Dean) to have performed in a satisfactory manner. (See Article 15.29)

b. Input from faculty unit employees (may include letters of rec. and/or oral input)

c. All materials previously assembled in Personnel Action File (PAF)

Required by Dept.:

Course syllabus/syllabi (for all courses taught)

Optional Materials:

Additional course materials

Research, Scholarly and Creative Activities (RSCA)

Development of programs (curricular/financial)

Community activities that enhance Dept. visibility/profile

Recruitment/Program activities such as: school visits, clinics, on-site festivals

University affairs

Evaluation Criteria for Temporary Faculty (Part-time)

Required Materials: Pursuant to 34/AS/13/FAC CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty, Section 4.5

- a. Written evaluations
 - 1. Written student evaluation forms (IDEA)

All faculty are now required to have 50% of their courses evaluated.

Per article 15.15 all faculty unit employees and administrators are required to 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 or approved substitute(s). Faculty unit employees and administrators teaching one or two classes annually shall have all classes evaluated. UEE courses are not part of the 50% as required by the Unit 3 faculty contract. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee and his/her department chair. In the event of a disagreement, each party shall select 50% of the total courses to be evaluated. The department chairperson may approve evaluation of additional courses if requested by the instructor.

- 2. Peer review committee

- c) Temporary faculty in the sixth consecutive year of teaching in the same department and eligible for a 3-year appointment shall be evaluated by a peer review committee on their cumulative work performance during the entire qualifying period. The evaluation by the peer review committee shall rate the faculty member as either satisfactory or unsatisfactory. A 3-year appointment shall be issued if the temporary faculty is determined by the appropriate administrator (Dean) to have performed in a satisfactory manner. (See Article 15.28)
- d) Temporary faculty holding a 3-year appointment shall be evaluated in their third of the appointment. The evaluation by a peer review committee 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 (Dean) to have performed in a satisfactory manner. (See Article 15.29)

Required by Dept.:

Course syllabus/syllabi (for all courses taught)

Optional Materials:

Input from faculty unit employees (may include letters of rec. and/or oral input)
Research, Scholarly and Creative Activities (related to Departmental work), (RSCA)
University affairs

Updated by the Dept. RPT Committee: 1/29/14