



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.

Both full-time and part-time temporary faculty appointed for two 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 full or part-time temporary faculty member working for the Department will be evaluated by the Department Chair and the Lecturer Evaluation Committee, except as otherwise noted below. Each lecturer on a three-year contract be evaluated by the Department Retention, Promotion, and Tenure Committee at the appropriate evaluation interval. At the heart of the evaluation scheme for temporary faculty is an assessment of whether the lecturer's instructional performance reaches a satisfactory or unsatisfactory level. The following components constitute the core elements of this evaluative process:

1. Current University policy states that at least 50% of all courses taught by an instructor (temporary or tenure track) in an academic year are required to have the University-approved student evaluations conducted with at least one course per semester evaluated. Those completed evaluation forms, including all student comments, and summary sheets must be submitted to the Department Chair/Department RPT Committee/Lecturer Evaluation Committee for review.
2. For every class/section taught by a lecturer, the course syllabus must be submitted to the Department Chair/Department RPT Committee/Lecturer Evaluation Committee.

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3. For each particular course taught by a lecturer, a tenured faculty member of the Department must personally observe at least one class/section meeting during the first semester that course was taught at Stanislaus by that lecturer. If the lecturer is teaching an online class, the lecturer will provide access to lectures and other course material to the observation representative from the Lecturer Evaluation Committee. That tenured faculty observer will write up a memo highlighting their class visitation observations and submit that memo to the Department Chair/Department RPT Committee/Lecturer Evaluation Committee.
4. 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.
5. 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.

On the basis of the input and data provided through these information sources, 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.

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SRR

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