



## **PERIODIC EVALUATION OF TEMPORARY FACULTY POLICY AND PROCEDURES**

### **Department of Physics, Physical Sciences, and Geology California State University Stanislaus**

The Collective Bargaining Agreement for the California Faculty Association (Article 15) mandates the periodic evaluation of temporary faculty unit employees. This policy implements those requirements.

**Purpose.** The purpose of the periodic evaluation of lecturers is to assess their teaching performance or other assignments in the department to which they are appointed in order to make informed decisions regarding re-appointment. Additionally the annual reviews will provide feedback to temporary faculty as they work towards contract-mandated cumulative three-year reviews.

**Eligibility.** All full- and part-time lecturers appointed two or more semesters, regardless of a break in service, will be evaluated according to this policy and procedure. The evaluation of lecturers appointed for one semester and not subsequently re-appointed is at the discretion of the department.

**Criteria.** The primary criterion is teaching effectiveness.

**Frequency.** Full- and part-time lecturers will be evaluated annually.

**Procedures.** Written or online student evaluations (IDEA or approved departmental alternative) are required in no less than 50% of all courses per year with a minimum of one course per semester according to the University policy. In cases where student evaluations are not required for all classes taught by the faculty member, classes chosen for evaluation shall be representative of lecturer's teaching assignment, and shall be jointly determined in consultation between the lecturer being evaluated and department chair or program coordinator. In cases of disagreement half of the classes to be evaluated will be selected by the faculty member and half by the department chair. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Examples include course materials, and/or the outcomes of class visitations by chair, program coordinator, or tenured faculty designated by chair or program coordinator. Where lecturers have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Evaluation of teaching performance by departmental review committee or Department Chair/Program Coordinator is required for all lecturers who apply for subsequent re-appointment. When departments or equivalent units decide not to conduct a committee review of part-time lecturers, the Department Chair or Program Coordinator shall complete the Temporary Faculty Evaluation letter. All lecturers eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria and time frames. Lecturers may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about lecturers being evaluated.

Temporary faculty unit employees, including those who are eligible for a three-year appointment and those who are holding a three-year appointment, shall be evaluated in the third year of the appointment. This evaluation shall include student evaluations of teaching performance, peer review by a committee of the department and/or evaluations by the Department Chair or Program Coordinator. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory.

The Department Chair will give the lecturer a copy of the Temporary Faculty Evaluation letter. The form and summaries of student evaluations of teaching effectiveness for all classes mandated for evaluation will be forwarded to the Dean of the College of Sciences for review and then to Faculty Affairs for placement in the lecturer's Personnel Action File. Copies will also be supplied to the candidate for his/her information. Any rebuttal or statement the lecturer wishes to make shall accompany the evaluation materials and be placed in the official personnel action file. The lecturer under review has one week to write and submit a rebuttal to Faculty Affairs unless a longer time is mutually agreed upon by Department Chair and the lecturer.