



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### DEPARTMENT OF TEACHER EDUCATION

**DATE:** August 30, 2013  
**TO:** Teacher Education Part-Time and Temporary Faculty  
**FROM:** Elmano Costa, Department Chair  
**SUBJECT:** Schedule for submitting part-time faculty evaluation portfolio

As you know, part-time and full-time temporary faculty must be evaluated within the guidelines stated in the CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty.

The evaluation process will start to take place sometime in April of each year for faculty with three year appoints and in the summer of each year for faculty with single year or semester appointments. We are giving you this information in advance to help you prepare for the process.

When submitting your portfolio, **we request you organize your materials in the order listed below.** Use a divider with tabs for each section. Put all materials in a binder (such as a small three ring binder or in a report folder).

**If you are both a supervisor and teach courses,** divide your binder into two sections, with one section for course instruction and one section for supervision. Items 4 & 5 (Professional Growth and Service to the Department) should be included **only once.** Be sure to include all of the materials listed below.

#### Part Time Instructors

Please submit the following documents **ONLY**:

1. A short description of your teaching methodology (1/2 to 1 page)
2. IDEA evaluations for all courses taught **including all comments** written by students on the back of the IDEA forms
3. Course syllabus/syllabi
4. Professional Growth – describe in very brief form any training you attended this year that prepares you to teach the courses to which you were assigned
5. Service to the Department – describe in brief form any service you provide to the Department that was outside your required service (for example: assisting at credential interview days, serving on advisory committees)
6. Submit **ONE** copy of feedback you gave to one **HIGH** student and **ONE LOW** student that is typical of the feedback you gave to students in their assignments

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**University Supervisors**

Please submit the following documents ONLY:

- 1) Summary of **Student Teachers' Evaluations of University Supervisor**
- 2) All University Supervisor's records of observations and conferences
- 3) One sample of student's weekly evaluation
- 4) Professional Growth – describe in very brief form any training you attended this year that prepares you to be a supervisor
- 5) Service to the Department – describe in brief form any service you provide to the Department that was outside your required service (for example: assisting at credential interview days, serving on advisory committees)

**For Part-time Faculty who have a three year assignment, the information should be for the time since the last evaluation.**

**For Part-time Faculty on a Year to Year Assignment, the above stated information should be for current year only.**

**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 Personnel Action File.

Thank you for your many contributions and excellent service to our programs. We are grateful for your ongoing commitment to California State University Stanislaus. If you have any questions, please contact us at (209) 667-3357.