



<b>To:</b>	General Faculty
<b>From:</b>	2019-2020 University Retention, Promotion and Tenure Committee
<b>Date:</b>	August 19, 2019
<b>RE:</b>	Evaluation timelines for evaluating temporary faculty-AY 2019-20

The University Retention, Promotion and Tenure Committee is providing the following timelines for temporary faculty as mandated by the temporary faculty evaluation policy.

All temporary faculty are to be provided a printed copy of the evaluation policies and procedures as developed by the department and a copy of the campus policy no later than fourteen days after the acceptance of an initial temporary appointment.

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 and the department or equivalent unit criteria appropriate to that assignment. Departments may develop additional procedures and request additional materials for review so long as these requests are evenly applied to all faculty in the department.

Evaluation provisions in the CSU/CFA Collective Bargaining Agreement include:

- 1) All faculty Unit 3 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. 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 disagreement, each party shall select 50% of the total courses to be evaluated.
- 2) Temporary faculty in their sixth consecutive year of teaching in the same department and eligible for a 3year 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 three 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)
- 3) Temporary faculty holding a 3 year appointment shall be evaluated in the third year of the appointment. The evaluation by the 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 three-year appointment. A subsequent three-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)

**This is separate and distinct from the Retention, Promotion and Tenure process.**

**Timelines for completion of the evaluation process for temporary faculty (excluding temporary counseling faculty) are stated below:**

Wednesday, March 4, 2020	Candidate submits material for evaluation to Department Chair and/or Committee
Monday, March 9- 13, 2020	Student input to Department Chair and/or Committee
Friday, April 10, 2020	Tentative evaluation from Department to candidate <sup>1</sup>
Monday, April 20, 2020	Evaluation from Department to Dean (when applicable)
Wednesday, May 13, 2020	Tentative evaluation from Dean to candidate <sup>2</sup> (when applicable)
Friday, June 5, 2020	Final evaluation documentation forwarded to Faculty Affairs for placement in Personnel Action File

**Timelines for completion of the evaluation process for temporary counseling faculty are stated below:**

Wednesday, March 4, 2020	Candidate submits material for evaluation to Peer Committee
Friday, April 10, 2020	Tentative recommendation from Peer Committee to employee and opportunity for meeting and/or written rebuttal
Monday, April 20, 2020	Final recommendation from Peer Committee to Director of Psychological Counseling
Monday, June 15, 2020	Tentative recommendation from Director of Psychological Counseling to employee and opportunity for meeting and/or written rebuttal
Friday, June 26, 2020	Final recommendation forwarded to Faculty Affairs for placement in Personnel Action File

<sup>1</sup> Contract Language (Article 15.5): "The faculty unit employee 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. A copy of the response or rebuttal statement shall...also be sent to all previous levels of review..." "The term 'day'...refers to a calendar day." (Article 2.11)

<sup>2</sup> Contract Language (Article 15.5): "The faculty unit employee 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. A copy of the response or rebuttal statement shall...also be sent to all previous levels of review..." "The term 'day'...refers to a calendar day." (Article 2.11)