

**College of the Arts, Humanities, and Social Sciences**  
**Department of Theatre**  
**Criteria and Procedures for Temporary Faculty/Lecturer Evaluations**

Pursuant to Section 4 of 3/AS/08/FAC (“CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty”) that addresses process considerations for Temporary Faculty, the Department of Political and Public Administration has developed additional procedures beyond what is laid out in 3/AS/08/FAC to assist in the evaluation of such temporary faculty. 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 3/AS/08/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.

The Department Chair will evaluate each part-time temporary and full-time temporary faculty member in the Department of Theatre. The department chair will provide an assessment of whether the lecturer’s instructional performance reaches a satisfactory or unsatisfactory level. This assessment will be based on the three following components:

1. Every class/section taught by a lecturer must have student evaluations conducted via IDEA forms as currently used campus-wide at CSU Stanislaus and those completed IDEA forms and summary sheets must be submitted to the Department Chair/Department RPT Committee. The maximum number of classes that incur IDEA evaluation is duly constrained by University policy. Current University policy (as of August 2013) states that half of all classes taught by an instructor (temporary or tenure track) are required to have IDEA evaluations conducted.
2. For every class/section taught by a lecturer, the course syllabus must be submitted to the Department Chair/Department RPT Committee.
3. For each particular course taught by a lecturer, the department chair must personally observe at least one class/section meeting each year that the course is taught at CS Stanislaus by that lecturer.

On the basis of the data provided through these three 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.