



To:	General Faculty
From:	2021-2022 University Retention, Promotion and Tenure Committee
Date:	August 23, 2021
RE:	AY 2021-22 timelines for evaluating temporary faculty

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

Campus and department evaluation criteria and procedures shall be made available to all temporary faculty no later than 14 days after the first day of instruction of the academic term.

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 so long as these requests are evenly applied to all faculty in the department.

Evaluation provisions in the CSU/CFA Collective Bargaining Agreement and university policy 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. 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 three-year 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 three-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 2, 2022	Candidate submits material for evaluation to Department Chair and/or Committee
Monday, March 7- 11, 2022	Student input to Department Chair and/or Committee
Monday, April 11, 2022	Tentative evaluation from Department to candidate ¹
Thursday, April 21, 2022	Evaluation from Department to Dean (when applicable)
Wednesday, May 11, 2022	Tentative evaluation from Dean to candidate ¹ (when applicable)
Friday, June 3, 2022	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 2, 2022	Candidate submits material for evaluation to Peer Committee
Monday, April 11, 2022	Tentative recommendation from Peer Committee to employee and opportunity for meeting and/or written rebuttal
Thursday, April 21, 2022	Final recommendation from Peer Committee to Director of Psychological Counseling
Monday, June 13, 2022	Tentative recommendation from Director of Psychological Counseling to employee and opportunity for meeting and/or written rebuttal
Friday, June 24, 2022	Final recommendation forwarded to Faculty Affairs for placement in Personnel Action File

¹ Contract Language: "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..." (Article 15.5). "The term 'day'...refers to a calendar day" (Article 2.11).

² 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)