



<b>To:</b>	General Faculty
<b>From:</b>	Susan Marshall, Chair University Retention, Promotion and Tenure Committee
<b>Date:</b>	October 24, 2016
<b>RE:</b>	Evaluation timelines for evaluating temporary faculty-AY 2016/17

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 MOU include:

- 1) All faculty are required to have 50% of their courses evaluated
- 2) Temporary faculty in their sixth consecutive year of teaching in the same department and eligible for a 3 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 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 are stated below:**

Wednesday, March 8, 2017	Candidate submits material for evaluation to Department Chair and/or Committee
Monday, March 13- 17, 2017	Student input to Department Chair and/or Committee
Friday, April 14, 2017	Tentative evaluation from Department to candidate <sup>1</sup>
Monday, April 24, 2017	Evaluation from Department to Dean (when applicable)
Wednesday, May 17, 2017	Tentative evaluation from Dean to candidate <sup>2</sup> (when applicable)
Friday, June 9, 2017	Final evaluation documentation forwarded to Faculty Affairs for placement in Personnel Action File

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<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)