

CSUSM Academic Senate Meeting Schedule 2005/06

Academic Senate

(Regular meetings begin at 1 p.m. and run until approximately 2:50 p.m.)

Fall 2005

August 24	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 7	Senate Meeting
October 5	Senate Meeting
November 2	Senate Meeting
December 7	Senate Meeting

Spring 2006

January 12	Spring Assembly (9 – 10:30 a.m.)
January 18	Senate Meeting
February 1	Senate Meeting
March 1	Senate Meeting
April 5	Senate Meeting
April 19	Senate Meeting
May 3	Joint Senate Meeting

Executive Committee

(Regular meetings are held from 12 - 2 p.m., or until 12:50 p.m. when preceding a Senate meeting.)

Fall 2005

August 23	Retreat (11:30 a.m. – 3:30 p.m.)
September 7, 14, 21, 28	
October 5, 12, 19, 26	
November 2, 9, 16, 30	
December 7, 14	

Spring 2006

January 18, 25	
February 1, 8, 15, 22	
March 1, 8, 15, 22	<i>(Spring Break is March 27 – 31)</i>
April 5, 12, 19, 26	
May 3	

Unless otherwise noted, the Academic Senate Meetings are held in Commons 206. All CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not covered under the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

1 **CSU San Marcos College of Arts and Sciences**
2 **Policy on the Evaluation of**
3 **Temporary Faculty Unit 3 Employees**

4
5 **I. General elements**

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7 A. The purpose of this policy is to provide procedures for periodic and performance review
8 of temporary faculty. The policy follows the procedures for periodic evaluation in
9 accordance with the Collective Bargaining Agreement (CBA¹). Within 14 days of
10 appointment,² the Dean/Associate Dean's office will provide temporary faculty Unit 3
11 employees³ with a copy of this policy on Evaluation of Temporary Faculty Unit 3
12 Employees. Temporary faculty should be advised of additional program or department
13 standards for WPAF contents by the Department Chair/Program Director within 14 days
14 of appointment. Temporary faculty who work for more than one department shall be
15 evaluated by each department or program

16
17 B. The California State University (CSU) Unit 3 collective bargaining agreement
18 distinguishes among three types of Temporary Faculty Unit 3 Employees:

- 19
20 1. Part- or full-time appointment for one semester or less;
21 2. Part-time appointments for two or more semesters;
22 3. Full-time appointments for two or more semesters;

23
24 The evaluation process for each category of appointment will be discussed separately in
25 this document.

26
27 C. All temporary faculty shall submit a working personnel action file (WPAF) to the
28 Program Director/Department Chair according to the timelines for the type of
29 appointment. Failure to submit a WPAF will be reflected in the evaluation. If the WPAF
30 is submitted according to established timelines and no evaluation takes place,
31 performance of the temporary faculty is assumed to be satisfactory. In such cases,
32 temporary faculty may request to be evaluated by the appropriate administrator.

33
34 D. The WPAF shall include the following as appropriate to the terms of the appointment:

- 35
36 1. A statement of teaching activities and a list of courses taught each semester in the
37 evaluation period;

¹ The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement.

² The appointment of temporary faculty is governed by Article 12 of the Collective Bargaining Agreement.
Please refer to the Faculty Affairs web site, then go to Academic Resources(http://www.csusm.edu/faculty_affairs/) to view
the current contract

³ Hereafter referred to as temporary faculty.

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2. A syllabus for each course;
3. A representative sample of examinations and assignment materials for each course;
4. Student evaluations for each course, including University-prepared numerical summaries and all comments;
5. Additional material required by the Program/Department (e.g. classroom observations). These materials must be specified in writing and must be communicated to the temporary faculty in writing within 14 days of current appointment. Once the evaluation process has begun there shall be no changes in criteria and procedures;
6. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. peer evaluation, reflective statement on teaching experiences, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising or mentoring;
7. Copies of all prior periodic evaluations and performance reviews;
8. Evidence of scholarly/creative activity and/or service if appropriate to the terms of appointment;
9. Mailing address to which a copy of the candidate's evaluation may be sent.

The WPAF will be returned to the faculty member once the evaluation process is complete.

- E. Temporary faculty must provide students the opportunity to fill out the official CSUSM student evaluations in all their classes, each semester.
- F. An opportunity for additional peer input is available at the request of the temporary faculty or the Program Director/Department Chair. Peer input must be provided by tenure track faculty from the same discipline. When provided, peer input to the evaluation must be based on the contents of the WPAF. A tenure track faculty member who provides peer input may not serve on the PRC of the temporary faculty.
- G. Any party to the evaluation may request an external review. In the case of a request for an external review, see Appendix C of the University RTP policy for responsibilities and timetable.

- 81 **II. Evaluation Process for temporary faculty with part- or full-time appointments for**
82 **one semester or less**
- 83
- 84 A. Evaluation of all temporary faculty appointed for one semester or less is optional, and at
85 the discretion of the Program Director/Department Chair or upon the request of
86 temporary faculty. If a subsequent appointment is anticipated, an evaluation must be
87 completed at the end of the semester of appointment.
- 88
- 89 B. If an evaluation is to be performed, the Program Director/Department Chair must notify
90 temporary faculty that they should submit the WPAF to the Program
91 Director/Department Chair no later than the Monday of the fifteenth week of the semester
92 of appointment. When analysis of student evaluations of teaching is completed, they must
93 all be placed in the WPAF by the Program Director/ Department Chair.
- 94
- 95 C. The Program Director/Department Chair will complete and sign the evaluation (Form A).
96 In addition, an opportunity for peer input (Form B) is available at the request of either the
97 temporary faculty or the Program Director/Department Chair. No PRC form should be
98 completed. The evaluation shall be completed within 30 calendar days after the
99 completion of the semester of appointment. If circumstances require an extension, the
100 evaluator shall notify the Dean/Associate Dean prior to the end of the term of
101 appointment who will, in turn, notify the affected temporary faculty.
- 102
- 103 D. Temporary faculty will be provided copies of their evaluation(s) and will sign the
104 evaluation form(s) and retain a copy.
- 105
- 106 E. After all signatures have been obtained, the Program Director/Department Chair will
107 send the original evaluation form(s) to the Dean/Associate Dean, who will sign, date, and
108 place the evaluation in the temporary faculty's PAF. The Program Director/Department
109 Chair may arrange a meeting with the temporary faculty to review the evaluation.
- 110
- 111 F. In the case where the Program Director/Department Chair does not arrange a meeting to
112 review the evaluation, temporary faculty may request a meeting with the Program
113 Director/Department Chair within seven calendar days of receiving the evaluation, to
114 discuss the evaluation. In addition, regardless of whether temporary faculty meet with
115 the Program Director/Department Chair, temporary faculty may submit a written
116 response to the evaluation, within two weeks of receiving the evaluation, for inclusion in
117 the PAF. The response should be filed at the office of the Dean/Associate Dean, who will
118 sign and provide a copy for the Program Director/Department Chair. The Program
119 Director/ Department Chair may respond to a temporary faculty's written rebuttal within
120 seven days of receipt of rebuttal. No formal, written response to a temporary faculty's
121 rebuttal is required.
- 122

123 **III. Evaluation process for temporary faculty with part-time appointments for two or more**
124 **semesters**

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- 126 A. Temporary Faculty with part-time appointments for two or more semesters shall be
127 evaluated annually at the end of the second semester of appointment. The review period
128 will include both semesters of appointment. Prior to the 10th week of each semester, the
129 Dean/Associate Dean's office should notify each Program Director/Department Chair of
130 the temporary faculty to be reviewed during the semester and the precise dates involved
131 in the review process. The Program Director/ Department Chair must notify temporary
132 faculty that they should submit the WPAF to the Program Director/Department Chair no
133 later than the Monday of the fifteenth week of the spring semester. When analysis of
134 student evaluations of teaching is completed for the spring semester they must be placed
135 in the file by the Program Director/Department Chair.
- 136
- 137 B. The evaluation should be completed within 30 calendar days after the completion of the
138 appointment year. If circumstances require an extension, the evaluator shall notify the
139 Dean/Associate Dean prior to the end of the term of appointment who will, in turn, notify
140 the affected temporary faculty.
- 141
- 142 C. The Program Director/Department Chair will complete and sign the evaluation (Form A).
143 In addition, an opportunity for peer input (Form B) is available at the request of the
144 temporary faculty or the Program Director/Department Chair. No PRC form should be
145 completed.
- 146
- 147 D. Temporary faculty will be provided copies of their evaluation(s) and will sign the
148 evaluation form(s) and retain a copy.
- 149
- 150 E. After all signatures have been obtained, the Program Director/Department Chair will
151 send the original evaluation form(s) to the Dean/Associate Dean, who will sign, date, and
152 place the evaluation in the temporary faculty's PAF. The Program Director/Department
153 Chair may arrange a meeting with the temporary faculty to review the evaluation.
- 154
- 155 F. In the case where the Program Director/Department Chair does not arrange a meeting to
156 review the evaluation, temporary faculty may request a meeting with the Program
157 Director /Department Chair within seven calendar days of receiving the evaluation, to
158 discuss the evaluation. In addition, regardless of whether temporary faculty meets with
159 the Program Director/Department Chair, temporary faculty may submit a written
160 response to the evaluation, within two weeks of receiving the evaluation, for inclusion in
161 the PAF. The response should be filed at the office of the Dean/Associate Dean, who will
162 sign and provide a copy for the Program Director/Department Chair. The Program
163 Director/ Department Chair may respond to a temporary faculty's written rebuttal within
164 seven days of receipt of rebuttal. No formal, written response to a temporary faculty's
165 rebuttal is required.
- 166
- 167

- 168 **IV. Evaluation process for temporary faculty with full-time appointments for two or more**
169 **semesters**
170
- 171 A. Temporary faculty with full-time appointments for two or more semesters shall be
172 evaluated annually during the spring semester according to a timetable developed by the
173 Dean's office in consultation with department chairs. The review period will include
174 spring semester of the prior academic year, if applicable, and fall semester of the current
175 academic year. Temporary faculty with full-time appointments in one Program/
176 Department must be evaluated by a Peer Review Committee⁴, the Program
177 Director/Department Chair (unless the Program Director/Department Chair is a member
178 of the PRC), and the Dean/Associate Dean.
- 179
- 180 B. The Dean/Associate Dean's office shall notify the temporary faculty, Department
181 Chairs/Program Directors, and members of the PRC, by the end of the fall semester, of
182 the college timetable for the academic year.
- 183
- 184 C. Temporary faculty shall be responsible for the organization and comprehensiveness of
185 the WPAF and its submission in adherence to the college timetable. The Dean/Associate
186 Dean's office shall receive the initial file, and date and stamp the initial page of the file
187 and each subsequent incoming piece of documentation.
- 188
- 189 D. During the time specified for this activity, the Program Director/Department Chair (if not
190 a member of the PRC) and the members of the PRC shall review the file for
191 completeness. Within seven days of the submission deadline the Program/Department
192 Chair and PRC chair shall submit letters to the Dean/Associate Dean outlining material
193 that is lacking. Within two working days of the end of the review for completeness, the
194 Dean/Associate Dean's office shall notify the temporary faculty that she/he needs to add
195 required and additional documentation requested by the Program Director/Department
196 Chair and review committee chairs. If the temporary faculty fails to submit the required
197 materials and a reviewing party submits the materials, the Dean/Associate Dean's office
198 will notify the temporary faculty of materials that are added to the file.
- 199
- 200 E. Consistent with the college timetable, the PRC shall review and evaluate the WPAF of
201 each temporary faculty undergoing review. The PRC's evaluation shall be based on the
202 contents of the WPAF. The PRC shall submit Form C to the Dean/Associate Dean by the
203 deadline specified in the college timetable for placement in the WPAF.
- 204
- 205 F. Consistent with the college timetable, the Program Director/Department Chair shall
206 review and evaluate the WPAF of each temporary faculty undergoing review. The
207 Program Director/Department Chair's evaluation shall be based on the contents of the
208 WPAF and the evaluation completed by the PRC. The Program Director/Department
209 Chair will complete and sign the evaluation (Form A) unless the Program Director/
210 Department Chair is a member of the PRC (in which case, the Program
211 Director/Department chair does not complete Form A). In addition, an opportunity for

⁴ PRCs shall be elected in accord with the College policy on election of Peer Review Committees (PRCs)

- 212 peer input (Form B) is available at the request of the temporary faculty or the Program
213 Director/Department Chair.
- 214
- 215 G. Consistent with the college timetable (Dean's level of review), the Associate Dean shall
216 review and evaluate the WPAF of each temporary faculty undergoing review and will
217 complete Form D by the deadline specified in the college timetable.
- 218
- 219 H. The temporary faculty is responsible for requesting a meeting, if wanted, at each level of
220 the review according to the college timetable. No formal, written response is required
221 subsequent to this meeting.
- 222
- 223 I. The temporary faculty is responsible for preparing, as necessary, a timely rebuttal or
224 response at each level of the review according to the college timetable. The Program
225 Director/Department Chair and PRC may respond to a temporary faculty's written
226 rebuttal within seven days of receipt of rebuttal. No formal, written response to a
227 temporary faculty's rebuttal is required.
- 228
- 229 J. If any stage of the evaluation is not completed by the specified time period then the
230 evaluation will automatically move to the next level of review and the temporary faculty
231 shall be so notified.
- 232
- 233 **V. Forms to be used for evaluation of temporary instructors**
- 234
- 235 A. Form A: Program Director or Department Chair Evaluation for All Temporary Faculty
236 Unit Employees -- must be used for all temporary faculty evaluations (unless the Program
237 Director/Department Chair is a member of the PRC).
- 238
- 239 B. Form B: Peer Input to the Evaluation (Optional) for Temporary Faculty Unit Employees -
240 - may be used (in addition to Form A) for all temporary faculty evaluations.
- 241
- 242 C. Form C: PRC Evaluation (Required) for Full-time Temporary Faculty Unit Employees --
243 must be used (in addition to Form A) for evaluations of all full-time temporary faculty
244 appointed for two or more semesters.
- 245
- 246 D. Form D: Associate Dean Evaluation (Required) for Full-time Temporary Faculty Unit
247 Employees -- must be used for evaluations of all full-time temporary faculty appointed
248 for two or more semesters.

FORM A

**PROGRAM DIRECTOR OR DEPARTMENT CHAIR EVALUATION
FOR ALL TEMPORARY FACULTY UNIT EMPLOYEES**

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

Program Director or Department Chair Date_____

Note: if PD/Chair participates on PRC for full-time temporary faculty, Associate Dean is designee

I have been provided a copy and have read the evaluation. Evaluations are taken into consideration for subsequent appointments.

Faculty member _____ Date_____

Faculty members have seven days to respond following the receipt of the evaluation, if they wish to do so.

Associate Dean _____ Date_____

FORM B

PEER INPUT TO THE EVALUATION (OPTIONAL)

FOR

ALL TEMPORARY FACULTY UNIT EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

Peer evaluator _____

Date _____

FORM C
PRC EVALUATION (REQUIRED)
FOR
FULL-TIME TEMPORARY FACULTY UNIT EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

PRC member _____ Date _____

PRC member _____ Date _____

PRC member _____ Date _____

I have been provided a copy and have read the evaluation.

Faculty member _____ Date _____

Note: Faculty members have seven days to respond following the receipt of the recommendation, if they wish to do so.

Associate Dean _____ Date _____

FORM D

ASSOCIATE DEAN EVALUATION (REQUIRED)

FOR

FULL-TIME TEMPORARY FACULTY UNIT EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

Associate Dean _____

Date _____

I have been provided a copy and have read the evaluation. Evaluations are taken into consideration for subsequent appointments.

Faculty member _____

Date _____

Faculty members have seven days to respond following the receipt of the evaluation, if they wish to do so.