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# CSU San Marcos Library

## Policy on the Evaluation of Temporary Faculty Unit Employees

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### I. General elements

The purpose of this policy is to provide periodic evaluation and performance review. Periodic evaluations are taken into consideration in subsequent hiring decisions. This policy follows the procedures for periodical evaluation in accordance with the Collective Bargaining Agreement (CBA<sup>1</sup>) and must be distributed to all temporary faculty unit employees within 14 days of the appointment (CBA 12.2). This policy is also in accordance with the Library Retention, Tenure and Promotion Standards ([http://www.csusm.edu/faculty\\_affairs/RTP\\_LIS8\\_2000.doc](http://www.csusm.edu/faculty_affairs/RTP_LIS8_2000.doc)).

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### II. Terms of appointments

A. The California State University (CSU) Unit 3 collective bargaining agreement (CBA) distinguishes among various temporary faculty unit employee appointments. There are three different evaluation review periods possible based on these types of appointments.

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**(1) An appointment of one semester<sup>2</sup> or less.**

- a. All temporary faculty unit employees appointed for one semester or less may be evaluated but this evaluation is optional. A periodic evaluation may be conducted at the discretion of the dean, the coordinator(s), or upon the request of the temporary librarian. It does not require a WPAF.
- b. If an evaluation takes place, it will be conducted no later than two weeks after the temporary faculty unit employee completes the term of appointment. If circumstances require an extension, the evaluator shall notify the dean prior to the end of the term of appointment. The dean will define the revised schedule.

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**(2) An appointment longer than one semester but less than 3 years.**

- a. Temporary faculty unit employees with appointments of more than one semester, but less than three years, are evaluated annually following the procedures outlined below. Temporary librarians shall be formally evaluated during the second semester of employment, regardless of a break in service (CBA 15.21).
- b. The temporary librarian submits the WPAF no later than 6 weeks prior to the end of the term of each year of the appointment. If circumstances require an extension, the evaluator shall notify the dean prior to the end of the appointment year. The dean will define the revised schedule.

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**(3) An appointment that is for three years.**

- a. Periodic evaluation for both full-time and part-time temporary faculty appointed for

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<sup>1</sup> The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement. Please refer to the Faculty Affairs web site, then go to Academic Resources ([http://www.csusm.edu/faculty\\_affairs/](http://www.csusm.edu/faculty_affairs/)) to view the current contract.

<sup>2</sup> A semester is a term of appointment of 4-6 months.

1 three years is mandatory and shall take place each year beginning no later than 6  
2 weeks prior to the end of the appointment year following the procedure established  
3 below.

- 4 b. The temporary librarian submits the WPAF no later than 6 weeks prior to the end of  
5 each year of the appointment. If circumstances require an extension, the evaluator  
6 shall notify the dean prior to the end of the appointment year. The dean will define the  
7 revised schedule.  
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9 B. Responsibility for evaluation:

- 10 (1) Periodic evaluations for a part-time or full-time temporary librarian **appointed for one**  
11 **semester or less** shall be at the discretion of the Dean or the program coordinator who  
12 works directly with the temporary librarian. If the temporary librarian works directly  
13 with more than one program coordinator and/or if the temporary librarian is serving as  
14 an interim program coordinator, the Library dean gathers input from each program  
15 coordinator working directly with the temporary librarian and serves as the evaluator.  
16 The temporary librarian may request that an evaluation be performed if one is not  
17 scheduled (CBA 15.23). If an evaluation takes place the Dean shall write a summary  
18 letter.  
19 (2) A temporary librarian who has worked for two semesters or longer shall submit a  
20 Working Personnel Action File (WPAF; CBA 15.21-15.24) to the Library Administrative  
21 Office, as outlined below, no later than six weeks prior to the end of each year of the  
22 appointment. The WPAF will be reviewed by a peer review committee. The Library  
23 dean is the appropriate administrator for administrative level review.  
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- 25 C. Evaluations may be mailed to a temporary librarian for review and signature(s). A meeting  
26 to discuss the evaluation may be requested by the temporary librarian within thirty days but is  
27 not required.  
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- 29 D. The dean shall ensure that the relevant evaluation process is in place for each temporary  
30 library faculty member. Before a contract is issued for subsequent reappointment, the dean  
31 shall consult the program coordinator(s) who worked directly with the temporary librarian and  
32 the Personnel Action File (PAF).  
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34 **III. Procedure**

- 35 A. At the time of appointment, the dean's office will provide temporary librarians with a copy of  
36 this policy and Forms A-B, along with the relevant evaluation calendar and the retention,  
37 tenure and promotion policy for library faculty. The Coordinator will also work with the  
38 temporary librarian and communicate the requirements of this policy.  
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40 **B. Temporary librarians with an appointment of one semester or less**

- 41 (1) If the evaluator or the Dean deems that an evaluation should be done, or if the temporary  
42 librarian requests an evaluation, each program coordinator who works directly with the  
43 temporary librarian will complete a Form A and return it to the dean's office.  
44 (2) Peer input may be requested by the temporary librarian, by the program coordinator  
45 conducting the evaluation, or by the program coordinators providing input for an  
46 evaluation (when the temporary librarian works directly with more than one program  
47 coordinator). When provided, peer input to the evaluation shall also be documented on

- 1 Form A and returned to the dean's office.  
2 (3) Regardless of whether the temporary librarian works directly with one or more program  
3 coordinator(s) and/or if the temporary librarian serves as an interim program coordinator,  
4 the dean will provide the temporary librarian with two copies of all Forms, one to sign  
5 and one to retain. The dean will ensure that the original forms are placed in the temporary  
6 librarian's PAF.  
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8 **C. Temporary librarians with an appointment longer than one semester, but less than**  
9 **three years AND for those with 3 year contracts.**

- 10 (1) Temporary librarians shall submit a working personnel action file (WPAF) to the dean's  
11 office no later than 6 weeks prior to the end of each year of the appointment.  
12 (2) The WPAF shall include the following:  
13 a. An updated Curriculum Vitae  
14 b. Library Assignment of Responsibility (successive documents to show progression, as  
15 appropriate) (Library RTP VII.D).  
16 c. Statement of up to five (5) pages describing program activities and a narrative of work  
17 accomplished during the term of appointment.  
18 d. Evidence of fulfillment of job requirements and work accomplished (this may include  
19 statistical evidence of work performed, examples of completed work, discussion of  
20 successful projects, other letters that include evaluation of work accomplished,  
21 examples of libref emails, logs of live reference, Unit 3 peer evaluations/Form A)  
22 e. Evidence of teaching performance including student evaluations (syllabi, sample  
23 assignments, exams) for those with teaching duties. Temporary faculty unit employees  
24 who instruct must include written student evaluations each semester, in accordance  
25 with university policies and procedures (CBA 15). The official CSUSM student  
26 evaluation form must be used for all semester-long courses. Class presentations other  
27 than full semester courses should also be evaluated using the standard library  
28 instructional evaluation form.  
29 f. Evidence of productive collaboration with colleagues (CBA 21.B).  
30 g. All previous personnel reviews (Library RTP VII.H).  
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32 (3) The temporary librarian shall request Form A from all program coordinators with whom  
33 he/she works directly. Each Form A generated as part of the evaluation shall be given to  
34 the dean's office to be included in the PAF.  
35 a. The dean's office will provide a copy of all completed Forms to the temporary  
36 librarian.  
37 b. The temporary librarian may respond to the Form(s) in a memo submitted to the dean's  
38 office within 7 days.  
39 c. The dean's office will add this response memo to the PAF and provide copies to the  
40 signatory(ies) of the Form(s).  
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42 (4) The WPAF will be evaluated by the elected Peer Review Committee.  
43 (5) After reviewing the WPAF, the Peer Review Committee will complete and sign Form B.  
44 The PRC will submit Form B to the dean's office for inclusion in the WPAF. The  
45 dean's office will give a copy of Form B to the temporary librarian.  
46 (6) Within seven calendar days of receiving the copy of Form B, the temporary librarian may  
47 request a meeting with the Peer Review Committee to discuss the evaluation and/or may

1 submit a written response to the evaluation for inclusion in the WPAF. The dean's  
2 office will provide copies of the written response to each member of the Peer Review  
3 Committee.

4 (7) After reviewing the WPAF, the dean will meet with the temporary faculty member to  
5 discuss the evaluation. The dean will provide a summary memo for the WPAF and the  
6 PAF.

7 (8) Copies of all Forms, a copy of the PRC memo, a copy of the dean's memo and any  
8 response submitted to the WPAF by the temporary librarian will be filed in the  
9 temporary librarian's PAF in the Library Administrative Office.

10 (9) The PAF remains in the Library Office. The WPAF will be returned to the temporary  
11 faculty unit employee once the evaluation process is complete.  
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#### 14 **IV. Forms to be used for evaluation of temporary faculty unit employees**

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16 Form A: "Program Coordinator and Peer Input for the Evaluation of Temporary Library Faculty  
17 Form A" -shall be used for all temporary faculty evaluations  
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19 Form B: "Peer Review Committee Evaluation: Performance Evaluation for Temporary Library  
20 Faculty Form B"- shall be used for evaluations of temporary librarians with two or  
21 more semester appointments in addition to Form A.  
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1 Input for the Evaluation  
2 of Temporary Library Faculty

3 Form A

4 Coordinator Peer (circle one)

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6 Temporary library faculty employee: \_\_\_\_\_

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8 I. Please comment on this librarian's job performance.

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24 II. Summarizing comments:

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30 Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

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34 Temporary library faculty employee: \_\_\_\_\_ Date \_\_\_\_\_

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37 *Temporary faculty unit employees may respond within 7 days following the receipt of the*  
38 *recommendation (CBA 15)*

1 Peer Review Committee Evaluation:  
2 Performance Evaluation for Temporary Library Faculty  
3 **Form B**

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6 Temporary library faculty employee: \_\_\_\_\_  
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9 I. Evaluation of Professional Performance  
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20 II. Overall assessment  
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27 III. Recommendation concerning retention \_\_\_\_\_  
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29 PRC member \_\_\_\_\_ Date \_\_\_\_\_

30 PRC member \_\_\_\_\_ Date \_\_\_\_\_

31 PRC member \_\_\_\_\_ Date \_\_\_\_\_  
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33 I have been provided a copy and have read the evaluation.  
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35 Temporary library faculty employee: \_\_\_\_\_

36 Date \_\_\_\_\_  
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39 *Temporary faculty unit employees may respond within 7 days following the receipt of the*  
40 *recommendation (CBA 15).*  
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