

CSU San Marcos
Policy on the Evaluation of
Temporary Counselor Faculty (SSP-ARs)

I. General Elements

A. The purpose of this policy is to provide periodic and performance evaluations; these are taken into consideration in subsequent hiring decisions. This policy must be distributed to all temporary faculty unit employees within 14 days of the start of work (Collective Bargaining Agreement [CBA] 12.2), along with the relevant evaluation calendar and the RTP policy for SSP-ARs (if appropriate) by the unit Director.

B. In this policy, if the employee works for more than one unit, or if the employee serves as an interim Director of a unit, the appropriate Associate Vice President for Student Affairs will serve in the roles described as those of the 'unit Director'.

C. The appropriate Associate Vice President for Student Affairs is responsible for ensuring that the relevant evaluation process is in place for each temporary SSP-AR. Before a contract is issued for subsequent reappointment, the appropriate Associate Vice President for Student Affairs shall consult the unit Director(s) who worked directly with the employee, as well as the employee's Personnel Action File (PAF).

D. For SSP-AR employees, the Custodian of the Files (PAFs) is the office of the Vice President of Student Affairs.

E. Evaluations may be mailed to the employee for review and signature(s). A meeting to discuss the evaluation may be requested by the employee or the appropriate administrator, but is not required.

II. Terms of appointments

A. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among various temporary faculty unit employee appointments. There are two different evaluation review periods possible for temporary SSP-ARs

1. **An appointment of one semester or less:** Evaluations of temporary SSP-ARs appointed for one semester or less are optional and shall be at the discretion of the unit Director. (It is highly recommended that the unit Director conduct an evaluation for future employment considerations.) The employee may, however, request that an evaluation be performed (CBA 15.23).

2. **An appointment of more than one semester:** Periodic and performance evaluation for both full- and part-time temporary SSP-AR employees appointed for more than one semester is mandatory and must be done in accordance with the University's specific evaluation procedures for tenure track faculty (see CSUSM Retention, Tenure and Promotion policy; CBA 15.21, 15.22) and may include the opportunity for peer input. Temporary SSP-ARs shall be formally evaluated following the second semester of employment, regardless of a break in service, and then annually.

49 B. Temporary SSP-AR faculty possessing six or more years of prior consecutive service at
50 CSUSM shall be offered a three-year temporary appointment (CBA 12.12). For purposes of
51 determining eligibility for this appointment, one year of service will be considered employment of at
52 least four continuous months during a single calendar year. In other words, to qualify for a three-year
53 appointment, the employee must have been employed within Student Affairs for at least four
54 consecutive months within each of the prior six calendar years.

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56 **III. Procedures**

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58 A. At the time of appointment, the unit Director's office will provide temporary SSP-ARs
59 with a copy of this policy, along with the relevant evaluation calendar and the retention, tenure and
60 promotion policy for Student Affairs Counselor Faculty. The Temporary SSP-AR employee should be
61 advised of any additional program or department standards for WPAF contents within 14 days of this
62 appointment.

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64 B. **Temporary SSP-ARs with an appointment of one semester or less**

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66 1. If an evaluation is to be done, each unit Director that works directly with the
67 employee will complete an evaluation of the employee (using Form A), addressing each of the major
68 areas of responsibility from the employee's job description.

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70 2. Peer input may be requested by the employee and/or by the unit Director(s) who
71 work directly with the employee. In such cases, appropriate selected peers will be asked by the unit
72 Director(s) to submit their evaluations of the employee's performance in any of the areas of
73 responsibility with which they are familiar (using Form B).

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75 3. The unit Director(s) will submit two copies of the evaluation (including peer
76 input where applicable) to the employee. The employee will sign both copies and keep one. The other
77 will be sent by the unit Director(s) to the Student Affairs office for placement in the employee's
78 personnel file.

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80 C. **Temporary SSP-ARs with an appointment of more than one semester**

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82 1. The employee shall submit a Working Personnel Action File (WPAF; CBA
83 15.8, 15.12) to the unit Director. The WPAF shall be submitted no later than six weeks prior to the last
84 day of classes of the second semester of the appointment. If circumstances require an extension, the
85 Senior Director/Dean shall be notified and will define the revised schedule.

86
87 2. Peer input may be requested by the employee and/or by the unit Director(s) who
88 work directly with the employee. In such cases, appropriate selected peers will be asked by the unit
89 Director(s) to submit their evaluations of the employee's performance in any of the areas of
90 responsibility with which they are familiar (using Form B).

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92 3. The WPAF shall include:
93 a. A copy of the employee's job description(s).
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95 b. A narrative (no more than five pages) describing work accomplished in
96 each of the major areas of responsibility during the term of the evaluation.
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- 98 c. Evidence of fulfillment of job requirements and work accomplished.
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100 d. A copy of each previous evaluation as a CSUSM faculty unit employee
101 (including any employee responses/rebuttals).

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103 4. The WPAF will be evaluated by a Peer Review Committee (PRC, elected
104 according to the guidelines specified in the Student Affairs RTP policy for SSP-ARs). The PRC
105 evaluation (Form C) will be submitted, signed by all members, to the unit Director's office. The unit
106 Director will give a copy of the PRC evaluation to the employee. The PRC will have two weeks to
107 complete its evaluation.

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109 5. Within seven calendar days of receiving the PRC evaluation, the employee may
110 request a meeting with the PRC to discuss the evaluation and/or may submit a written response to the
111 evaluation for inclusion in the WPAF. The unit Director's office will provide copies of the written
112 response to each member of the PRC.

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114 6. Within two weeks after receiving the PRC evaluation and the employee's
115 response (if any), the unit Director will meet with the employee to discuss the evaluation. The unit
116 Director will provide an evaluation memo (including Form A) for the WPAF.

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118 7. Within seven calendar days of receiving the unit Director's evaluation, the
119 employee may submit a written response to that evaluation for inclusion in the WPAF.

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121 8. Copies of all evaluations and responses will be filed in the employee's PAF.

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123 9. The WPAF will be returned to the employee once the evaluation process is
124 complete.

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126 **IV. Forms to be used for evaluation of temporary SSP-ARs**

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128 Form A: Unit Director Evaluation
129 Form B: Peer Input to the Evaluation
130 Form C: PRC Evaluation

**Form A
Unit Director Evaluation**

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Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

Rater's Name/ Position Signature Date

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

SSP-AR Signature Date

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

AVP Signature Date

Form B
Peer Input to the Evaluation (Optional)

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Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

Peer Evaluator

Signature

Date

Form C
PRC Evaluation (Required)

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Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

PRC Member

Signature

Date

PRC Member

Signature

Date

PRC Member

Signature

Date

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

SSP-AR

Signature

Date

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

AVP

Signature

Date

1 **APC Resolution: Change to Add/Drop and Withdrawal Policy**

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3 WHEREAS, As of 12:01 a.m. on the first day of class, students may no longer add
4 courses electronically via the SMART system; and

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6 WHEREAS, Once the semester has begun, students must submit a Schedule Adjustment
7 Form to the Enrollment Services Information Center that has been signed by the
8 instructor (or the instructor's designee) in order to add a course; and

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10 WHEREAS, The requirement that students must obtain such a signature allows faculty to
11 control the enrollment of their sections once the semester is in progress; and

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13 WHEREAS, Students who have obtained a properly signed Schedule Adjustment Form
14 expect to be able to turn it in immediately to the Enrollment Services Information Center;
15 and

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17 WHEREAS, The APP Resolution on a Revised Add/Drop and Withdrawal Policy that
18 was approved by the Academic Senate on April 5, 2000 and accepted by President
19 Gonzalez on May 1, 2000 did not address, and left intact, an existing prohibition on
20 adding of classes on the first day of the academic term¹; now, therefore, be it

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22 RESOLVED, That the Academic Senate of Cal State San Marcos amend the portion of
23 the Add/Drop and Withdrawal Policy dealing with the addition of classes to read:

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26 ***Adding Courses***

27 Beginning with the first day of the academic term, students must use a
28 Schedule Adjustment Form (available at the Enrollment Services Information
29 Center) to add a class. The Schedule Adjustment Form, with the instructor's
30 signature (or that of the instructor's designee), must be submitted to the
31 Enrollment Services Information Center. Beyond the published add/drop
32 deadline, students may add courses only with signature approval of the course
33 instructor (or designee) and the Dean of the College offering the course (or
34 designee); a late fee will be assessed. Adds beyond the University census date
35 are normally not considered.

¹ From the 2004-2006 General Catalog (page74), under Add/Drop and Withdrawal Policy:

Adding Courses

There will be no adding of classes on the first day of the academic term. Students who wish to add classes may do so, using a Schedule Adjustment Form, beginning the second day of the term until the published add/drop deadline. The Schedule Adjustment Form, with the instructor's signature (or that of the instructor's designee), must be submitted to the Enrollment Services Information Center (where blank forms are available). Beyond the add/drop deadline, students may add courses only with signature approval of the course instructor and the Dean of the College offering the course (or designee); a late fee will be assessed. Adds beyond the University census date are normally not considered

CSUSM Academic Senate Meeting Schedule 2006/07

Academic Senate

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

Fall 2006

August 23	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 6	Senate Meeting
October 4	Senate Meeting
November 1	Senate Meeting
December 6	Senate Meeting

Spring 2007

January 18	Spring Assembly (9 – 10:30 a.m.)
<i>(no January meeting)</i>	
February 7	Senate Meeting
March 7	Senate Meeting
April 4	Senate Meeting
April 18	Senate Meeting
May 2	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 2006

August 22	Retreat (11:30 a.m. – 3:30 p.m.)
August 30	
September 6, 13, 20, 27	
October 4, 11, 18, 25	
November 1, 8, 15, 29	
December 6	

Spring 2007

January 24, 31	
February 7, 14, 21, 28	
March 7, 14, 21	<i>(Spring Break is March 26 – 31)</i>
April 4, 11, 18, 25	
May 2	

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 subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

Approved by the Senate Executive Committee on ____