

NEAC Recommendations - 4/8/2009

Committee	Seat (#)	Term	Name(s)	
Center ARTES Review Committee	At large (2)	Spr/Fall '09	Raj Pillai (CoBA)	Ranjeeta Basu (CoAS)
Institutional Review Board	CoE	09/10	Erika Daniels	
Institutional Review Board	At large	09/10	Jeff Nessler (CoAS-M&S)	
Student Media Advisory Committee	CoAS - LTWR	TBD	Oliver Berghof	
Student Media Advisory Committee	CoAS - Comm	TBD	Joonseong Lee	

1 **Policy on Required Earned Units to Enroll**
2 **in Upper-Division General Education Courses (UDGE)**
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4 **Definition:** Specifies number of earned units required for students to enroll in UDGE
5 courses.

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7 **Authority:** Executive Order 1033

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9 **Scope:** All California State University, San Marcos (CSUSM) undergraduate
10 students, effective with the 2010 Spring semester.

11
12 **Policy**

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14 In order to satisfy any UDGE requirement (BB, CC, DD) by taking an UDGE course, a
15 student must have earned at least 60 units towards their first bachelor's degree at CSUSM
16 prior to taking that course.

Student Grade Appeals Policy
(in pertinent part)

IV. Membership

A. Committee Structure

Membership of the Student Grade Appeals Committee (SGAC) shall consist of:

- Three student members (two undergraduate, one graduate) ~~and three student alternates~~ to be named under procedures established by the Associated Students Incorporated (ASI). Student members serving on this committee must be regular students in good standing, as determined under the same regulations imposed for ~~ASI ssoeiated Student Board eouncil~~ members. Student alternates will be named as needed; see section IV.E.
- Four faculty members and four faculty member alternates selected by the Academic Senate. All faculty members of the committee and all ~~of the~~ faculty alternates must hold tenured appointments.
- The Chair shall be elected yearly from the faculty membership of the committee.

B. Chair's Duties

The Chair shall be the administrative officer of the committee. The duties of the office shall include arranging for appropriate times and places of committee meetings and hearings; informing committee members of the ~~times and places of~~ committee's standing meeting time and place, and the time and place of s-anyd hearings; informing in writing all interested parties of the times and places of committee meetings or hearings which they are requested to attend, and supplying them with a statement of alleged grievances; informing all other interested parties that an appeal is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for the recording of committee proceedings; maintaining committee records; and informing in writing all interested parties of the recommendations of the committee.

C. Service of Alternates

Alternates shall be called upon as necessary to fill permanent or temporary vacancies (see section IV ~~EC~~, "Vacancies."). Alternates shall serve on the committee as full voting members for grade appeal grievances.

D. Terms of Service and Continuation

The term of service on the Student Grade Appeals Committee shall run from June 1 to May 31. All faculty committee members/ alternates shall serve two--year staggered terms, from June to May. All, except for student members ~~who~~ shall serve one year terms. Committee members may serve consecutive terms of service.

The members who begin hearing an appeal shall continue as a panel for that appeal until it reaches resolution, unless a member is unable to continue or is no longer eligible to serve. In the event that a

48 particular grade appeal extends beyond May 31, the members hearing that particular grade appeal shall
49 continue with that appeal until the committee's decision is rendered.

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51 E. Vacancies

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53 1. Permanent vacancies - When a permanent vacancy on the committee occurs mid-term, the Chair of
54 the committee shall request a replacement by one of the faculty alternates ~~from the same constituency~~
55 ~~(students or faculty) as the original member~~or, in the case of students, through an appointment made by
56 ASI. The replacement shall have full voting rights for the remaining term of office of the original
57 committee member.

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59 2. Temporary vacancies - If a member of the committee is from the same immediate department or
60 program or has a close personal relationship with the student making the appeal, that member shall not
61 participate in the appeal process for that specific grievance. When, for good cause, a committee member
62 cannot consider a particular grade appeal, or if the committee identifies a conflict of interest, an
63 alternate, with full voting rights, shall be appointed to serve in his/her place for the specific grievance. In
64 addition, the student appellant shall have the right to have one member of the committee replaced with
65 an alternate member for any reason within two academic days prior to the committee's first review of
66 the appeal. An alternate faculty member shall be selected by the Chair of the committee. -An alternate
67 student member shall be appointed by ASI.
68 ~~The Chair of the committee shall request a temporary replacement by one of the alternates of the same~~
69 ~~constituency as the original member~~In addition, a student shall have the right to have one member of the
70 committee replaced with an alternate member for any reason within two calendar days prior to the
71 committee's first review of the appeal. The alternate member shall be selected by the Chair of the
72 committee.

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74 F. Quorum and Voting

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76 The quorum for policy matters, ~~and organizational~~ meetings, ~~and grade appeal recommendations of the~~
77 ~~grade appeals committee~~ shall be ~~two-thirds~~a majority of the seated members of the Student Grade
78 Appeals Ceommittee, including at least one student. A majority of members in attendance, including at
79 least two faculty, is required to~~F~~ make a grade appeal recommendation. The Committee will use ~~he~~
80 ~~SGAC majority for grade appeals shall require at least two faculty members voting in the majority,~~
81 ~~employing~~ distinct ballot forms for faculty and student members. Only members of the committee who
82 have reviewed the documents submitted and heard all testimony elicited during the hearing on a grade
83 appeal may vote on the grade appeal. ~~Alternates do not vote on grade appeals unless taking the place of~~
84 ~~the primary member representing their decision.~~

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EVALUATION OF SCHOOL OF NURSING TEMPORARY FACULTY

I. General elements

- A. The purpose of this policy is to provide the School of Nursing procedures for periodic and performance review of temporary faculty. The policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining Agreement (CBA¹). Within fourteen (14) days² of the first day of instruction of the academic term, the Office of the Director of the School of Nursing³ will provide temporary faculty Unit 3 employees⁴ with a copy of this policy on Evaluation of Temporary Faculty Unit 3 Employees, and will advise the temporary faculty of additional school standards for the working personnel action file (WPAF) contents. Once the evaluation process has begun there shall be no changes in criteria and procedures. Temporary faculty who work for more than one department shall be evaluated by each department or school.
- B. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among four types of Temporary Faculty Unit 3 Employees:
1. Part- or full-time appointments for one semester or less;
 2. Part-time appointments for two or more semesters, Fall, Spring, and Summer;
 3. Full-time appointments for two or more semesters in an academic year;
 4. Full-time twelve month appointments for the calendar year;
- The evaluation process for each category of appointment will be discussed separately in this document.
- C. All temporary faculty shall submit a WPAF to the Director according to the timelines for the type of appointment. Failure to submit a WPAF, or submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted according to established timelines and no evaluation takes place, performance of the temporary faculty is assumed to be satisfactory. In such cases, temporary faculty may request to be evaluated by the appropriate administrator.
- D. The WPAF shall include the following as appropriate to the terms of the appointment:
1. A yearly updated curriculum vita;
 2. A list of courses taught each semester in the evaluation period;
 3. A syllabus for each course taught in the evaluation period;
 4. A representative sample of examinations and assignment materials for each course taught;
 5. University-prepared numerical summaries and all comments from the student evaluations for all sections of each course taught in which student evaluations were conducted;
 6. Additional materials required by the School of Nursing. ;
 7. Either a classroom observation by the Director or peer input provided by a full-time faculty member selected by the Director is required for each review cycle except for temporary faculty with part-time or full-time appointments for one semester or less. A full-time faculty member who provides peer input may not serve on the PRC of the temporary faculty member;
 8. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. reflective statement on teaching experiences, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising or mentoring may be included;

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

² Throughout this Policy, the term “days” shall signify calendar days.

³ Hereafter referred to as Director.

⁴ Hereafter referred to as temporary faculty.

- 51 9. Copies of all prior periodic evaluations and performance reviews;
52 10. Evidence of scholarly/creative activity, continuing clinical experience, initial or renewal
53 of clinical certification/licensure, and/or service if appropriate to the terms of
54 appointment;
55 11. Mailing address to which a copy of the candidate's evaluation may be sent.
56 The WPAF will be returned to the faculty member once the evaluation process is
57 complete.
58

- 59 E. Temporary faculty who teach must provide students the opportunity to fill out the official
60 CSUSM student evaluations in their classes, each semester in accordance with the School's
61 policy in terms of the CBA.
62
63 F. Any party to the evaluation may request an external review. In the case of a request for an
64 external review, see Appendix C of the University RTP policy for responsibilities and timetable.
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66 G. Any party to the evaluation may request additional peer input (Form B), which can come from
67 any SoN or discipline related faculty member. In the case of a classroom observation, temporary
68 faculty shall be given a minimum of five (5) days written notice prior to a classroom visit. After
69 the visit, there shall be consultation about the classroom observation between the temporary
70 faculty and the visitor. Written confirmation that consultation has taken place shall be provided
71 to the Director within ten days of a classroom visit. (CBA 15.14).
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73 **II. Evaluation Process for temporary faculty with part- or full-time appointments for one semester or**
74 **less**
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- 76 A. Evaluation of all temporary faculty appointed for one semester or less is optional, and at the
77 discretion of the Director or upon the request of temporary faculty. If a subsequent appointment is
78 anticipated, an evaluation must be completed at the end of the semester of appointment.
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80 B. If an evaluation is to be performed, the Director must notify temporary faculty that they must
81 submit the WPAF to the Director no later than the Monday of the fifteenth week of the semester
82 of appointment. When analysis of student evaluations of teaching is completed, they must all be
83 placed in the WPAF by the Director.
84
85 C. If a subsequent appointment is anticipated, the Director will complete and sign the evaluation
86 (Form A). Either a classroom observation by the Director or a peer input provided by a full-time
87 faculty member selected by the Director is required for each review cycle. The evaluation shall be
88 completed within 30 calendar days after the completion of the semester of appointment. If
89 circumstances require an extension, the evaluator shall notify the Director prior to the end of the
90 term of appointment who will, in turn, notify the affected temporary faculty.
91
92 D. Within seven (7) days of the submission deadline, the Director shall review the WPAF for
93 completeness and shall notify the temporary faculty member in the event that she/he needs to add
94 required and additional documentation. If the temporary faculty fails to submit the required
95 materials within ten (10) days, the Director shall have the right to add the materials to the file.
96 With approval of the Director, the temporary faculty may also add items that were unavailable at
97 the time the WPAF was submitted, such as a response to student evaluations.
98
99 E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
100 form(s) and retain a copy.
101
102 F. After all signatures have been obtained; the Director will sign, date, and place the evaluation in
103 the temporary faculty's PAF. The Director may arrange a meeting with the temporary faculty to
104 review the evaluation.
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106 G. In the case where the Director does not arrange a meeting to review the evaluation, temporary
107 faculty may request a meeting with the Director within ten (10) calendar days of receiving the
108 evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets
109 with the Director, temporary faculty may submit a written response to the evaluation, within ten
110 (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the
111 office of the Director, who will sign. The Director may respond to a temporary faculty's written
112 rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary
113 faculty's rebuttal is required.
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115 **III. Evaluation process for temporary faculty with part-time appointments for two or more semesters**
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- 117 A. Temporary faculty with part-time appointments for two or more semesters, except those with
118 three year appointments, shall be evaluated annually at the end of the second semester of each
119 appointment. The review period will include all semesters of appointment. The Director must
120 notify temporary faculty that they must submit the WPAF to the Director no later than the
121 Monday of the fifteenth week of the second semester. When analysis of student evaluations of
122 teaching is completed for the second semester they must be placed in the file by the Director.
123
- 124 B. All temporary faculty with 3-year part-time appointments shall be evaluated at the end of the
125 second year of appointment. The review period will include all semesters of the first two years of
126 appointment. At the request of the Director, evaluations of all temporary faculty with 3-year
127 appointments in a given department may be conducted more frequently. Any temporary faculty
128 member with a 3-year appointment may request that his/her evaluations be conducted more
129 frequently.
130
- 131 C. The evaluation shall be completed within 30 calendar days after the completion of the
132 appointment year. If circumstances require an extension, the evaluator shall notify the Director
133 prior to the end of the term of appointment who will, in turn, notify the affected temporary
134 faculty.
135
- 136 D. The Director will complete and sign the evaluation (Form A). Either a classroom observation by
137 the Director or a peer input provided by a full-time faculty member selected by the Director is
138 required for each review cycle.
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- 140 E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
141 form(s) and retain a copy.
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- 143 F. After all signatures have been obtained; the Director will sign, date, and place the evaluation
144 forms in the temporary faculty's PAF. The Director may arrange a meeting with the temporary
145 faculty to review the evaluation.
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- 147 G. In the case where the Director does not arrange a meeting to review the evaluation, temporary
148 faculty may request a meeting with the Director within ten (10) calendar days of receiving the
149 evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets
150 with the Director, temporary faculty may submit a written response to the evaluation, within ten
151 (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the
152 office of the Director. The Director may respond to a temporary faculty's written rebuttal within
153 ten (10) days of receipt of rebuttal. No formal, written response to a temporary faculty's rebuttal
154 is required.
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156 **IV. Evaluation process for temporary faculty with full-time appointments for two or more semesters or**
157 **a twelve month appointment**
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- 159 A. Temporary faculty with full-time appointments for two or more semesters, except those with 3-
160 year appointments, shall be evaluated annually during the spring semester according to a

161 timetable developed by the Director's office. The review period will include summer, fall, and
162 spring semester of the current academic year. Temporary faculty with full-time appointments in
163 the School must be evaluated by a Peer Review Committee⁵ and the Director.
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- 165 B. All temporary faculty with 3-year full-time appointments shall be evaluated at the end of the
166 second year of appointment. The review period will include all semesters of the first two years of
167 appointment. At the request of the Director, evaluations of a temporary faculty with 3-year
168 appointments in a given department may be conducted more frequently. A PRC may recommend
169 more frequent evaluations to the Director. Any temporary faculty with a 3-year appointment may
170 request that his/her evaluations be conducted more frequently.
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- 172 C. The Director's office shall notify the temporary faculty and members of the PRC, by the end of
173 the fall semester, of the timetable for the academic year.
174
- 175 D. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF
176 and its submission in adherence to the school timetable. The Director's office shall receive the
177 initial file, and date and stamp the initial page of the file and each subsequent incoming piece of
178 documentation.
179
- 180 E. During the time specified for this activity, the Director and the members of the PRC shall review
181 the file for completeness. Within seven (7) days of the submission deadline the PRC chair shall
182 submit letters to the Director outlining material that is lacking. Within two working days of the
183 end of the review for completeness, the Director's office shall notify the temporary faculty that
184 she/he needs to add required and additional documentation requested by the PRC Chair. If the
185 temporary faculty fails to submit the required materials and a reviewing party submits the
186 materials, the Director's office will notify the temporary faculty of materials that are added to the
187 file. Student evaluations for the current semester will be added to the WPAF when they are
188 available. Given the time-line of the student evaluation process, the student evaluations for the
189 current semester will not be in the WPAF during the PRC review, but will be included in the
190 WPAF prior to the Director level of review.
191
- 192 F. Consistent with the school timetable, the PRC shall review and evaluate the WPAF of each
193 temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the
194 WPAF. The PRC shall submit Form C to the Director by the deadline specified in the school
195 timetable for placement in the WPAF.
196
- 197 G. Consistent with the school timetable, the Director shall review and evaluate the WPAF of each
198 temporary faculty undergoing review. The Director's evaluation shall be based on the contents of
199 the WPAF and is a separate and independent evaluation from that of the PRC. The Director will
200 complete and sign the evaluation (Form A). Either a classroom observation by the Director or a
201 peer review conducted by a full-time faculty member selected by the Director is required for each
202 review cycle.
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- 204 H. Any party to the evaluation may request a meeting at each level of the review according to the
205 school timetable. No formal, written response is required subsequent to this meeting.
206
- 207 I. In addition, regardless of whether a temporary faculty meets with the PRC, a temporary faculty
208 member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The
209 faculty member's response must be submitted within ten (10) days of receiving the evaluation.
210 The response shall be filed at the office of the Director, who will sign and provide a copy to the
211 PRC. The PRC may respond to a temporary faculty member's written rebuttal within ten (10)
212 days of receipt of the rebuttal. No formal, written response to a temporary faculty member's
213 rebuttal is required.

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- J. The temporary faculty is responsible for preparing, as necessary, a timely rebuttal or response at each level of the review according to the school timetable. The Director and PRC may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary faculty's rebuttal is required.
- K. If any stage of the evaluation is not completed by the specified time period then the evaluation will automatically move to the next level of review and the temporary faculty shall be so notified.

V. Forms to be used for evaluation of temporary instructors

- A. Form A: Director of SoN Evaluation for All Temporary Faculty Unit Employees--must be used for all temporary faculty evaluations.
- B. Form B: Peer Input to the Evaluation – optional for the evaluation of any temporary faculty unit employee.
- C. Form C: PRC Evaluation for Full-time Temporary Faculty Unit Employees--must be used (in addition to Form A) for evaluations of all full-time temporary faculty appointed for two or more semesters.

FORM A
DIRECTOR EVALUATION
FOR ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

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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:

Director

Date _____

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

Faculty member _____ Date _____

Note: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.

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FORM B
PEER INPUT TO THE EVALUATION
FOR
ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Evaluator _____

Class(es) reviewed in this cycle: _____

I. Report on observations or material reviewed:

PEER EVALUATOR _____

DATE _____

NOTES: This form will be placed in the faculty member's WPAF and PAF, and a copy will be sent to the temporary faculty employee. Faculty members have ten (10) days to respond following receipt of the form if they wish to do so.

Information about peer coaching/peer mentoring is available in the Faculty Center.

FORM C
PRC EVALUATION
FOR
FULL-TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES

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328 Temporary faculty unit employee: _____
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330 Semester(s) / Year of Review: _____
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332 Class(es) reviewed in this cycle: _____
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335 I. Student evaluation of teaching:
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340 II. Additional elements:
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346 III. Overall Recommendation:
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351 PRC member _____ Date _____
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353 PRC member _____ Date _____
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355 PRC member _____ Date _____
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357 I have been provided a copy and have read the evaluation.
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359 Faculty member _____ Date _____
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361 *Note: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the recommendation, if they wish to do so.*
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363 _____ Date _____
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Director