

CoAS Policy on the Evaluation of Temporary Faculty Unit 3 Employees

- 1 Definition: A policy for the evaluation of temporary faculty within the College of Arts & Sciences.
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3 Authority: CSU/CFA Unit 3 Collective Bargaining Agreement
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5 Scope: Temporary Unit 3 employees within the College of Arts & Sciences.
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7 I. General elements

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9 A. The purpose of this policy is to provide procedures for periodic and performance review of
10 temporary faculty. This policy follows the procedures for periodic evaluation in accordance with
11 the Collective Bargaining Agreement (CBA¹). Within fourteen (14) days² of the beginning of the
12 semester,³ the Dean/Associate Dean's⁴ office will provide all temporary faculty Unit 3⁵ members
13 in the College of Arts and Sciences with a copy of this Policy.
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15 B. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes
16 among three types of Temporary Faculty Unit 3 Employees:

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

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

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25 C. Temporary faculty who work for more than one department or program⁶ shall be evaluated by
26 each department.
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- 28 D. All temporary faculty shall submit a working personnel action file (WPAF) to the Department
29 Chair according to the timelines for the type of appointment. Failure to submit a WPAF, or
30 submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted
31 according to established timelines and no evaluation takes place, performance of the temporary
32 faculty is assumed to be satisfactory. In such cases, temporary faculty may request to be
33 evaluated by the appropriate administrator.
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- 35 E. Electronic submission for part or all elements of the WPAF is acceptable. The department should
36 inform faculty of any preferences.
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- 38 F. The WPAF shall include the following as appropriate to the terms of the appointment:
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- 40 1. A current curriculum vita;
- 41 2. Copies of all prior periodic evaluations and performance reviews;
- 42 3. A list of courses taught each semester in the evaluation period;
- 43 4. A syllabus for each course taught in the evaluation period;
- 44 5. A representative sample of examinations and assignment materials for each course;
- 45 6. Student evaluations for each section of each course in which student evaluations were

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 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.

⁴ Hereafter referred to as the Dean.

⁵ Hereafter referred to as temporary faculty.

⁶ Hereafter referred to as department.

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46 conducted, including all University-prepared numerical analyses and all student comments.
47 When student evaluations for the current semester are not available at the time the Working
48 Personnel Action File (WPAF) is submitted, the Dean or the Department Chair shall add
49 them to the WPAF as soon as they are received;

- 50 7. Additional material required by the Department (e.g. classroom observations). Temporary
51 faculty should be advised in writing of additional Department standards for the WPAF
52 contents by the Department Chair/Program Director⁷ within fourteen (14) days after the first
53 day of instruction of the academic term. Once the evaluation process has begun there shall
54 be no changes in criteria and procedures;
- 55 8. Evidence of scholarly/creative activity and/or service if appropriate to the terms of
56 appointment;
- 57 9. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. peer
58 input, reflective statement on teaching experiences, evidence of innovative pedagogy,
59 curriculum development, teaching awards, students supervised (independent study, etc.),
60 student advising or mentoring;
- 61 10. Mailing address to which a copy of the candidate's evaluation may be sent.

62
63 It is the intent of this policy that the evaluation considers all materials submitted. The WPAF will
64 be returned to the faculty member once the evaluation process is complete.

- 65
66 F. Temporary faculty who teach must provide students the opportunity to fill out the official
67 CSUSM student evaluations in their classes, each semester, in accordance with the Departmental
68 policy established in terms of the CBA.
- 69
70 G. Any party to the evaluation may request peer input (Form B), which can come from either
71 tenured or non-tenured faculty. In the case of a classroom observation, temporary faculty shall
72 be given a minimum of five days written notice prior to ~~the a~~ classroom visit. After the visit,
73 there shall be consultation about the classroom observation between the temporary faculty
74 member and the visitor. Written confirmation that consultation has taken place shall be provided
75 to the Department Chair within ten (10) days of the classroom visit. (CBA 15.14)
- 76
77 H. Any party to the evaluation may request an external review. In the case of a request for an
78 external review, see Appendix C of the University RTP policy for responsibilities and timetable.
- 79
80 I. Each semester, the Dean's office shall provide to each Department Chair, within ten (10) days of
81 the start of the semester, a list of the names of all temporary faculty who will be evaluated in
82 his/her department at the end of that semester. It shall be the responsibility of the Department
83 Chair to notify the Dean within 10 days of the receipt of the list of any changes to the list.
- 84
85 J. Any academic department shall have the right to establish its own written policy on the
86 evaluation of temporary faculty employees. Such policy shall establish guidelines for the
87 evaluation of temporary faculty that are consistent with the CBA and meet or exceed the
88 minimum requirements of the College of Arts and Sciences policy. Any such policy shall be
89 reviewed by College Faculty Development Committee and the University Faculty Affairs
90 Committee to ensure compliance with the CBA and CoAS policies before adoption.

91 92 **II. Evaluation Process for temporary faculty with part - or full-time appointments for one semester or** 93 **less**

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95 A. Evaluation of all temporary faculty appointed for one semester or less is required at the end of the
96 semester of appointment.

⁷ Hereafter referred to as the Department Chair.

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- B. The Department Chair shall notify temporary faculty that they should submit their WPAF no later than the Monday of the fifteenth week of the semester of appointment. Such notification shall be provided to the temporary faculty employee in writing within twenty-eight (28) days of the start of the semester. If circumstances require it, the temporary faculty member may request an extension from the Department Chair.
- C. The evaluation (Form A) shall be completed and signed by the Department Chair within thirty (30) days after the completion of the semester of appointment. If circumstances require an extension, the evaluator shall notify the Dean, prior to the end of the semester of appointment, who will, in turn, notify the affected temporary faculty.
- D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF for completeness and shall notify the temporary faculty member in the event that she/he needs to add required and additional documentation. If the temporary faculty fails to submit the required materials within ten (10) days, the Department Chair shall have the right to add the materials to the file. With approval of the Department Chair, the temporary faculty may also add items that were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
- E. Temporary faculty will be provided with copies of their evaluation(s) and will sign and return the evaluation form(s), and retain a copy. The Department Chair may arrange a meeting with the temporary faculty to review the evaluation. In the case where the Department Chair does not arrange a meeting to review the evaluation, the temporary faculty may request a meeting with the Department Chair within ten (10) calendar days of receiving the evaluation, to discuss the evaluation.
- F. In addition, regardless of whether a temporary faculty meets with the Department Chair, a temporary faculty member may submit a written rebuttal or response to the evaluation for inclusion in the Personnel Action File (PAF). The faculty member's response must be submitted within ten (10) days of receiving the evaluation. The response should be filed at the office of the Dean, who will sign and provide a copy to the Department Chair. The Department Chair may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal, written response to a temporary faculty's rebuttal is required.
- G. After all signatures have been obtained, the Department Chair will send the original evaluation form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.

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

- A. All Temporary Faculty with part-time appointments for two or more semesters, except those with three-year appointments, shall be evaluated annually at the end of the spring semester. If the end of the appointment is not at the end of the spring semester, the faculty member may be evaluated additionally at the end of the appointment, at the discretion of the Department Chair or upon the request of the temporary faculty member. The review period, in all cases, shall include all semesters of the appointment.
- B. All Temporary Faculty with three-year part-time appointments shall be evaluated at the end of the second year of appointment. The review period will include all semesters of the first two years of appointment. At the request of the Dean or the Department Chair, evaluations of all temporary faculty with three-year appointments in a given department may be conducted more frequently. Any temporary faculty member with a three-year appointment may request that his/her evaluations be conducted more frequently.

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- 150 C. The Department Chair shall notify the temporary faculty that they should submit their WPAF no
151 later than the Monday of the fifteenth week of the semester in which the evaluation is due. Such
152 notification shall be provided to the temporary faculty in writing within twenty-eight (28) days
153 of the start of the semester. If circumstances require it, the temporary faculty may request an
154 extension from the Department Chair.
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- 156 D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF
157 for completeness and shall notify the temporary faculty member in the event that she/he needs to
158 add required and additional documentation. If the temporary faculty fails to submit the required
159 materials within ten (10) days, the Department Chair shall have the right to add the materials to
160 the file. With approval of the Department Chair, the temporary faculty may also add items that
161 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
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- 163 E. The evaluation (Form A) shall be completed and signed within thirty (30) days after the
164 completion of the semester of appointment. If circumstances require an extension, the evaluator
165 shall notify the Dean prior to the end of the term of appointment who will, in turn, notify the
166 affected temporary faculty.
167
- 168 F. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
169 form(s) and retain a copy. The Department Chair may arrange a meeting with the temporary
170 faculty to review the evaluation. In the case where the Department Chair does not arrange a
171 meeting to review the evaluation, temporary faculty may request a meeting with the Department
172 Chair within ten calendar days of receiving the evaluation, to discuss the evaluation.
173
- 174 G. In addition, regardless of whether a temporary faculty member meets with the Department Chair,
175 a temporary faculty may submit a written rebuttal or response to the evaluation for inclusion in
176 the Personnel Action File (PAF). The faculty member's response must be submitted within ten
177 (10) days of receiving the evaluation. The response should be filed at the office of the Dean, who
178 will sign and provide a copy to the Department Chair. The Department Chair may respond to a
179 temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal,
180 written response to a temporary faculty's rebuttal is required.
181
- 182 H. After all signatures have been obtained, the Department Chair will send the original evaluation
183 form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.
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185 **IV. Evaluation process for temporary faculty with full-time appointments⁸ for two or more semesters**

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- 187 A. All Temporary Faculty with full-time appointments of two or more semesters must be evaluated
188 by a Peer Review Committee (PRC) elected in accordance with the College of Arts and Sciences
189 Policy on the Election of Peer Review Committees⁹.
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- 191 B. All Temporary Faculty with full-time appointments for two or more semesters, except those with
192 three-year appointments, shall be evaluated annually at the end of the spring semester. If the end
193 of the appointment is not at the end of the spring semester, the faculty member may be evaluated
194 additionally at the end of the appointment, at the discretion of the Department Chair or upon the
195 request of the temporary faculty member. The review period, in all cases, shall include all
196 semesters of the appointment.
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⁸ A full-time two-semester appointment is 30 WTUs. The temporary faculty's entitlement may be less than full-time.

⁹ According to the CoAS PRC election policy, the Department Chair or his/her designee shall be a member of the PRC of each full-time temporary faculty employee.

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- 198 C. All Temporary Faculty with three-year -time appointments shall be evaluated at the end of the
199 second year of appointment. The review period will include all semesters of the first two years of
200 appointment. At the request of the Dean or the Department Chair, evaluations of a temporary
201 faculty with three-year appointments in a given department may be conducted more frequently.
202 A PRC may recommend more frequent evaluations to the Dean or Department Chair. Any
203 temporary faculty with a three-year appointment may request that his/her evaluations be
204 conducted more frequently.
205
- 206 D. Each year, the Dean shall publish a timetable for the review of full-time temporary faculty. This
207 calendar shall be published no later than the Monday of the fifteenth (15th) week of the fall
208 semester and shall include a due date for the WPAF of no earlier than the Monday of the third
209 week of the spring semester.
210
- 211 E. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF
212 and its submission in adherence to the college timetable. The Dean's office shall receive the
213 initial file, and date and stamp the initial page of the file and each subsequent incoming piece of
214 documentation.
215
- 216 F. During the time specified for this activity, the members of the PRC shall review the file for
217 completeness. Within seven days of the submission deadline, the PRC chair shall notify the Dean
218 in writing outlining any material that is lacking. Within two working days of the end of the
219 review for completeness, the Dean's office shall notify the temporary faculty that she/he needs to
220 add required and additional documentation requested by the PRC chair. If the temporary faculty
221 member fails to submit the required materials and a reviewing party submits the materials, the
222 Dean's office will notify the temporary faculty of materials that are added to the file. Given the
223 time-line of the student evaluation process, the student evaluations for the spring semester will
224 not be included in the WPAF during the PRC review but will be included in the WPAF prior to
225 the Dean level of review. With approval of the PRC, the temporary faculty may add items that
226 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
227
- 228 G. Consistent with the college timetable, the PRC shall review and evaluate the WPAF of each
229 temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the
230 WPAF. The PRC shall submit a signed copy of Form C to the Dean by the deadline specified in
231 the college timetable. The Dean will place a copy of Form C in the WPAF and the temporary
232 faculty employee will be provided with copies of the PRC evaluation(s) and will sign the
233 evaluation form(s) and retain a copy. The PRC may arrange a meeting with the temporary faculty
234 member to review the evaluation. In the case where the PRC does not arrange a meeting to
235 review the evaluation, temporary faculty may request a meeting with the PRC within ten calendar
236 days of receiving the evaluation, to discuss the evaluation.
237
- 238 H. In addition, regardless of whether a temporary faculty meets with the PRC, a temporary faculty
239 member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The
240 faculty member's response must be submitted within ten days of receiving the evaluation. The
241 response should be filed at the office of the Dean, who will sign and provide a copy to the PRC.
242 The PRC may respond to a temporary faculty member's written rebuttal within ten days of receipt
243 of the rebuttal. No formal, written response to a temporary faculty member's rebuttal is required.
244
- 245 I. Consistent with the college timetable, the Dean shall review and evaluate the WPAF of each
246 temporary faculty member undergoing review and will complete Form D by the deadline
247 specified in the college timetable. A copy of the Dean's evaluation will be provided to the
248 temporary faculty member. The Dean may arrange a meeting with the temporary faculty member
249 to review the evaluation. In the case where the Dean does not arrange a meeting to review the
250 evaluation, temporary faculty may request a meeting with the Dean within ten calendar days of
receiving the evaluation, to discuss the evaluation.

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- J. In addition, regardless of whether a temporary faculty meets with the Dean, a full-time temporary faculty member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The faculty member's response must be submitted within ten days of receiving the evaluation. The response should be filed at the office of the Dean. The Dean may respond to a temporary faculty's written rebuttal within ten days of receipt of the rebuttal. No formal, written response to a temporary faculty member'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 member shall be so notified.
- L. After all signatures have been obtained, the Department Chair will send the original evaluation form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.

V. **Forms to be used for evaluation of temporary instructors**

- A. Form A: Department Chair Evaluation - required for the evaluation of all part-time Temporary Faculty Unit Employees.
- B. Form B: Peer Input to the Evaluation – optional for the evaluation of any Temporary Faculty Unit Employee.
- C. Form C: PRC Evaluation- required for the evaluation of all full-time Temporary Faculty Unit Employees.
- D. Form D: Dean Evaluation- required for all full-time Temporary Faculty Unit Employees.

FORM A
PROGRAM DIRECTOR OR DEPARTMENT CHAIR EVALUATION
FOR ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

_____ Date _____
Department Chair/Program Director

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 WPAF. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.

_____ Date _____
Dean/Associate Dean

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

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Report on classes observed or material reviewed:

Peer evaluator _____

Date _____

NOTES: *This form will be placed in the faculty member's WPAF, 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.*

~~1. This form must be turned in to the Department Chair within 5 days of a classroom observation and a copy must be provided to the temporary faculty member.~~

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

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

Temporary faculty Unit 3 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: This form will be placed in the faculty member's WPAF. Faculty members have ten (10) days to respond following the receipt of the recommendation, if they wish to do so.*

Dean/Associate Dean

Date _____

FORM D
DEAN/ASSOCIATE DEAN EVALUATION (REQUIRED)
FOR
FULL-TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

_____ Date _____
Dean/Associate Dean

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

Faculty member _____ Date _____

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

1 **Resolution in Support of Interpretation of Junior Standing Requirement in Order for**
2 **Students to Take Upper-Division General Education Courses (UDGE)**
3

4 RESOLVED, That no student at CSUSM be permitted to earn credit for any upper division
5 general education requirement (BB,CC, or DD) unless they have already earned 60 units toward
6 the bachelor's degree in a previous semester; and be it further
7

8 RESOLVED, That this be implemented as of Spring 2010.
9

10 Rationale:

11
12 California State University Executive Order 1033 (EO 1033) states in 2.2.3 that upper-division
13 general education units must be taken "...no sooner than the term in which upper-division status
14 (completion of 60 semester units or 90 quarter units) is attained."
15

16 CSUSM's current interpretation of this portion of EO 1033 allows students who are still
17 sophomores, in the semester immediately before they earn junior status (completion of 60
18 semester units), to enroll in UDGE courses. This interpretation allows academically unprepared
19 sophomores to enroll in upper-division courses resulting in course withdrawals, which
20 contributes to fewer UDGE course options for those students who have earned junior status,
21 thereby slowing down these students' progress towards graduation as well as unnecessarily
22 counting towards the maximum of 18 semester units that students may withdraw from during
23 their undergraduate career (as per Executive Order 1037.
24

25 The current interpretation also can contribute to graduation delays among those sophomores who
26 fail the course and must re-take these UDGE courses.
27

28 Other students who took UDGE courses before attaining junior status are sometimes not
29 identified/notified of the need for them to re-take these courses due to them failing in another
30 course during this semester(e.g. the student enrolled in a UDGE course as a sophomore, in the
31 last semester before they earned junior status, but failed a course resulting in them not earning 60
32 credits at the end of said semester, therefore prohibiting them from counting the UDGE course
33 towards fulfill the UDGE requirement) because the process of tracking students in this situation
34 is not done every semester but only when a student applies to graduate.
35

36 The current interpretation also affects staff workload. The tracking process is a manual one that
37 requires the use of scarce campus resources to update student records in the Enrollment
38 Management System (EMS).
39

40 Implementing an interpretation that requires students to have completed 60 semester units before
41 they can enroll in UDGE courses, as stated in the above resolution, would minimize or eliminate
42 the student issues detailed above, facilitate students' progress towards graduation, and reduce the
43 use of staff time and other resources needed to track students and update student records.
44

45 Lastly, such an interpretation would then be the same as 22 of the other 23 California State
46 University (CSU) campuses.