

Student Grade Appeals Policy

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 associated Student Board council 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 is non-voting except in cases of a tied vote. 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-~~y~~-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 particular grade appeal extends beyond May 31^[11], the members hearing that particular grade appeal shall continue with that appeal until the committee's decision is rendered.

E. Vacancies

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

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

F. Quorum and Voting

The quorum for policy matters and organizational meetings of the grade appeals committee shall be ~~two-thirds~~ a simple majority of the voting members of the committee, including at least one student member or alternate student member. The SGAC majority for grade appeals shall require at least two faculty members voting in the majority, employing distinct ballot forms for faculty and student members. Only members of the committee who have reviewed the documents submitted and heard all testimony elicited during the hearing on a grade appeal may vote on the grade appeal. ~~Alternates do not vote on grade appeals unless taking the place of the primary member representing their decision.~~

School of Nursing Temporary Faculty Evaluation

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 start of the semester,³ the School of Nursing Director's office will provide temporary faculty Unit 3 employees⁴ with a copy of this policy on Evaluation of Temporary Faculty Unit 3 Employees. Temporary faculty shall be advised of additional school standards for WPAF contents by the Director of the School of Nursing⁵ within fourteen (14) days of the start of the semester. 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 three 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 working personnel action file (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 must be specified in writing and must be communicated to the temporary faculty in writing within fourteen (14) days of the semester starting. Once the evaluation process has begun there shall be no changes in criteria and procedures;
 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

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

² Throughout this Policy, the terms "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 temporary faculty.

⁵ Hereafter referred to as Director

- 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;
 9. Copies of all prior periodic evaluations and performance reviews;
 10. Evidence of scholarly/creative activity, continuing clinical experience, initial or renewal of clinical certification/licensure, and/or service if appropriate to the terms of appointment;
 11. 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 who teach must provide students the opportunity to fill out the official CSUSM student evaluations in their classes, each semester in accordance with the School's policy in terms of the CBA.
- F. 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.
- G. Any party to the evaluation may request additional peer input (Form B), which can come from any SoN or discipline related faculty member. In the case of a classroom observation, temporary faculty shall be given a minimum of five (5) days written notice prior to a classroom visit. After the visit, there shall be consultation about the classroom observation between the temporary faculty and the visitor. Written confirmation that consultation has taken place shall be provided to the Director within ten days of a classroom visit. (CBA 15.14).

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

- A. Evaluation of all temporary faculty appointed for one semester or less is optional, and at the discretion of the Director or upon the request of temporary faculty. If a subsequent appointment is anticipated, an evaluation must be completed at the end of the semester of appointment.
- B. If an evaluation is to be performed, the Director must notify temporary faculty that they must submit the WPAF to the Director no later than the Monday of the fifteenth week of the semester of appointment. When analysis of student evaluations of teaching is completed, they must all be placed in the WPAF by the Director.
- C. If a subsequent appointment is anticipated, the Director will complete and sign the evaluation (Form A). Either a classroom observation by the Director or a peer input provided by a full-time faculty member selected by the Director is required for each review cycle. The evaluation shall be completed within 30 calendar days after the completion of the semester of appointment. If circumstances require an extension, the evaluator shall notify the Director prior to the end of the term of appointment who will, in turn, notify the affected temporary faculty.
- D. Within seven (7) days of the submission deadline, the Director 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 Director shall have the right to add the materials to the file. With approval of the Director, the temporary faculty may also add items that were unavailable at the time the WPAF was submitted, such as a response to student evaluations.

- 101 E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
102 form(s) and retain a copy.
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- 104 F. After all signatures have been obtained; the Director will sign, date, and place the evaluation in
105 the temporary faculty's PAF. The Director may arrange a meeting with the temporary faculty to
106 review the evaluation.
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- 108 G. In the case where the Director does not arrange a meeting to review the evaluation, temporary
109 faculty may request a meeting with the Director within ten (10) calendar days of receiving the
110 evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets
111 with the Director, temporary faculty may submit a written response to the evaluation, within ten
112 (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the
113 office of the Director, who will sign. The Director may respond to a temporary faculty's written
114 rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary
115 faculty's rebuttal is required.
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117 **III. Evaluation process for temporary faculty with part-time appointments for two or more semesters**

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- 119 A. Temporary faculty with part-time appointments for two or more semesters, except those with
120 three year appointments, shall be evaluated annually at the end of the second semester of
121 appointment. The review period will include all semesters of appointment. The Director must
122 notify temporary faculty that they must submit the WPAF to the Director no later than the
123 Monday of the fifteenth week of the second semester. When analysis of student evaluations of
124 teaching is completed for the second semester they must be placed in the file by the Director.
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- 126 B. All temporary faculty with 3-year part-time appointments shall be evaluated at the end of the
127 second year of appointment. The review period will include all semesters of the first two years of
128 appointment. At the request of the Director, evaluations of all temporary faculty with 3-year
129 appointments in a given department may be conducted more frequently. Any temporary faculty
130 member with a 3-year appointment may request that his/her evaluations be conducted more
131 frequently.
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- 133 C. The evaluation shall be completed within 30 calendar days after the completion of the
134 appointment year. If circumstances require an extension, the evaluator shall notify the Director
135 prior to the end of the term of appointment who will, in turn, notify the affected temporary
136 faculty.
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- 138 D. The Director will complete and sign the evaluation (Form A). Either a classroom observation by
139 the Director or a peer input provided by a full-time faculty member selected by the Director is
140 required for each review cycle.
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- 142 E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
143 form(s) and retain a copy.
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- 145 F. After all signatures have been obtained; the Director will sign, date, and place the evaluation
146 forms in the temporary faculty's PAF. The Director may arrange a meeting with the temporary
147 faculty to review the evaluation.
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- 149 G. In the case where the Director does not arrange a meeting to review the evaluation, temporary
150 faculty may request a meeting with the Director within ten (10) calendar days of receiving the
151 evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets
152 with the Director, temporary faculty may submit a written response to the evaluation, within ten
153 (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the
154 office of the Director. The Director 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.

IV. Evaluation process for temporary faculty with full-time appointments for two or more semesters or a twelve month appointment

- A. Temporary faculty with full-time appointments for two or more semesters, except those with 3-year appointments, shall be evaluated annually during the spring semester according to a timetable developed by the Director's office. The review period will include summer, fall, and spring semester of the current academic year. Temporary faculty with full-time appointments in the School must be evaluated by a Peer Review Committee⁶ and the Director.
- B. All temporary faculty with 3-year -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 Director, evaluations of a temporary faculty with 3-year appointments in a given department may be conducted more frequently. A PRC may recommend more frequent evaluations to the Director. Any temporary faculty with a 3-year appointment may request that his/her evaluations be conducted more frequently.
- C. The Director's office shall notify the temporary faculty and members of the PRC, by the end of the fall semester, of the timetable for the academic year.
- D. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF and its submission in adherence to the school timetable. The Director's office shall receive the initial file, and date and stamp the initial page of the file and each subsequent incoming piece of documentation.
- E. During the time specified for this activity, the Director and the members of the PRC shall review the file for completeness. Within seven (7) days of the submission deadline the PRC chair shall submit letters to the Director outlining material that is lacking. Within two working days of the end of the review for completeness, the Director's office shall notify the temporary faculty that she/he needs to add required and additional documentation requested by the PRC Chair. If the temporary faculty fails to submit the required materials and a reviewing party submits the materials, the Director's office will notify the temporary faculty of materials that are added to the file. Student evaluations for the current semester will be added to the WPAF when they are available. Given the time-line of the student evaluation process, the student evaluations for the current semester will not be in the WPAF during the PRC review, but will be included in the WPAF prior to the Director level of review.
- F. Consistent with the school timetable, the PRC shall review and evaluate the WPAF of each temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the WPAF. The PRC shall submit Form C to the Director by the deadline specified in the school timetable for placement in the WPAF.
- G. Consistent with the school timetable, the Director shall review and evaluate the WPAF of each temporary faculty undergoing review. The Director's evaluation shall be based on the contents of the WPAF and is a separate and independent evaluation from that of the PRC. The Director will complete and sign the evaluation (Form A). Either a classroom observation by the Director or a peer review conducted by a full-time faculty member selected by the Director is required for each review cycle.
- H. Any party to the evaluation may request a meeting at each level of the review according to the school timetable. No formal, written response is required subsequent to this meeting.

⁶ PRCs shall be elected in accord with the School policy on election of Peer Review Committees (PRCs)

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- I. In addition, regardless of whether a temporary faculty meets with the PRC, a 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 (10) days of receiving the evaluation. The response shall be filed at the office of the Director, who will sign and provide a copy to the PRC. The PRC may respond to a temporary faculty member's written rebuttal within ten (10) days of receipt of the rebuttal. No formal, written response to a temporary faculty member's rebuttal is required.
 - 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.

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

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- 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

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.

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

_____ Date_____

Director
