

GEC Report

GEC continues to review courses submitted for GE approval and review drafts of GELO's. There is now a first draft for each Area and GEC will be discussing the Area E: Information Literacy and Life-long Learning GELO's at this week's meeting.

GEC has also submitted a grant application to the American Association of Colleges and Universities for the "Give the Students a Compass" project. This project aims to identify campuses that are reviewing their GE curriculum and provide support for such work. If awarded, the grant money would be used to provide faculty opportunities to work with GEC on the GELO's.

Area reps will be inquiring with specific departments about issues that have been identified regarding aligning CSUSM with the CSU-wide policy on awarding GE credit for AP scores. All are relatively small issues, but input from departments is necessary.

SAC Report

SAC is preparing for the likelihood of reduced Lottery funds by discussing how we might add language to the call for proposals to help with potentially difficult decisions—i.e. advising proposers to suggest how projects might also be done in a scaled-down form in the event of partial funding. The call should go out before Thanksgiving.

MSH and Linda Collins met with Linda Scott to discuss an electronic submission and review process. We established a workable method for this year so that proposals will be submitted in one hard copy and one emailed attachment to Linda Collins and posted on Web CT for various levels of review. An electronic submission form is in the works for 2009-2010.

SAC plans to review the results of the CUGR faculty survey on undergraduate research (about to go out) and draft a proposal incorporating that information.

COLLEGE OF ARTS & SCIENCES: EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

Definition: A policy for the evaluation of temporary faculty within the College of Arts & Sciences.

Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

Scope: Temporary Unit 3 employees within the College of Arts & Sciences.

I. General elements

A. The purpose of this policy is to provide procedures for periodic and performance review of temporary faculty. This policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining Agreement (CBA¹). Within fourteen (14) days² of the beginning of the semester appointment,³ the Dean/Associate Dean's⁴ office will provide all temporary faculty Unit 3⁵ employees in the College of Arts and Sciences with a copy of this Policy.

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 appointment for one semester or less;
2. Part-time appointments for two or more semesters;
3. Full-time appointments for two or more semesters;

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

C. Temporary faculty who work for more than one department or program⁶ shall be evaluated by each department.

D. All temporary faculty shall submit a working personnel action file (WPAF) to the Department Chair 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.

E. The WPAF shall include the following as appropriate to the terms of the appointment:

1. A current curriculum vita;
2. Copies of all prior periodic evaluations and performance reviews;
3. A list of courses taught each semester in the evaluation period;
4. A syllabus for each course taught in the evaluation period;
5. A representative sample of examinations and assignment materials for each course;
6. Student evaluations for each course in which student evaluations were conducted, including

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.

all University-prepared numerical analyses and all student comments. When student evaluations for the current semester are not available at the time the WPAF is submitted, the Dean or the Department Chair shall add them to the WPAF as soon as they are received;

7. Additional material required by the Department (e.g. classroom observations). Temporary faculty should be advised in writing of additional Department standards for the Working Personnel Action File (WPAF) contents by the Department Chair/Program Director⁷ within fourteen (14) days of ~~appointment~~the start of the semester. Once the evaluation process has begun there shall be no changes in criteria and procedures;
8. Evidence of scholarly/creative activity and/or service if appropriate to the terms of appointment.;
9. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. ~~peer evaluation~~peer input, reflective statement on teaching experiences, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising or mentoring;
10. Mailing address to which a copy of the candidate's evaluation may be sent.

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

- F. 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 Departmental policy established in terms of the CBA.
 - G. Any party to the evaluation may request peer input (Form B), which can come from either tenured or non-tenured faculty. In the case of a classroom observation, temporary faculty must be given a minimum of five days written notice prior to the classroom visit. After the visit, there shall be consultation about the classroom observation between the temporary faculty member and the visitor.
 - H. 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.
 - I. Each semester, the Dean's office shall provide to each Department Chair, within ten (10) days of the start of the semester, a list of the names of all temporary faculty who will be evaluated in his/her department at the end of that semester. It shall be the responsibility of the Department Chair to notify the Dean within 10 days of the receipt of the list of any changes to the list.
 - J. Any academic department shall have the right to establish its own written policy on the evaluation of temporary faculty employees. Such policy shall establish guidelines for the evaluation of temporary faculty that are consistent with the CBA and meet or exceed the minimum requirements of the College of Arts and Sciences policy. Any such policy shall be reviewed by College Faculty Development Committee and the University Faculty Affairs Committee to ensure compliance with the CBA and COAS policies before adoption.
- 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 Department Chair or upon the request of the temporary faculty employee. If a

⁷ Hereafter referred to as the Department Chair.

subsequent appointment is anticipated, an evaluation must be completed before any subsequent appointment at the end of the semester of appointment, if the temporary employee is in his/her first semester at CSUSM, or if there has been a break in service of three (3) semesters or more.

- B. If an evaluation is to be performed, 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 employee in the event that she/he needs to add required and additional documentation. If the temporary faculty employee 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 employee 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 employee meets with the Department Chair, 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 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 Personnel Action File (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 employee. The review period, in all cases, shall include all semesters of the appointment.

- 143 B. All Temporary Faculty with three-year part-time appointments shall be evaluated at the end of the
144 second year of appointment. The review period will include all semesters of the first two years of
145 appointment. At the request of the Dean ~~or~~ the Department Chair, ~~or the PRC~~, evaluations of all
146 temporary part-time faculty employees with three-year appointments in a given department may
147 be conducted more frequently. Any temporary part-time faculty member with a three-year
148 appointment may request that his/her evaluations be conducted more frequently.
149
- 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 part-time faculty employee in writing within
153 twenty-eight (28) days of the start of the semester. If circumstances require it, the temporary
154 faculty member may request an extension from the Department Chair.
155
- 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 employee in the event that she/he needs
158 to add required and additional documentation. If the temporary ~~-~~faculty employee fails to submit
159 the required materials within ten (10) days, the Department Chair shall have the right to add the
160 materials to the file. With approval of the Department Chair, the temporary faculty employee
161 may also add items that were unavailable at the time the WPAF was submitted, such as a
162 response to student evaluations.
163
- 164 E. The evaluation (Form A) shall be completed and signed within thirty (30) days after the
165 completion of the semester of appointment. If circumstances require an extension, the evaluator
166 shall notify the Dean prior to the end of the term of appointment who will, in turn, notify the
167 affected temporary faculty.
168
- 169 F. Temporary part-time faculty will be provided copies of their evaluation(s) and will sign the
170 evaluation form(s) and retain a copy. The Department Chair may arrange a meeting with the
171 temporary faculty to review the evaluation. In the case where the Department Chair does not
172 arrange a meeting to review the evaluation, temporary ~~-~~faculty may request a meeting with the
173 Department Chair within ten calendar days of receiving the evaluation, to discuss the evaluation.
174
- 175 G. In addition, regardless of whether a temporary part-time faculty member meets with the
176 Department Chair, a temporary faculty member may submit a written rebuttal or response to the
177 evaluation for inclusion in the PAF. The faculty member's response must be submitted within ten
178 (10) days of receiving the evaluation. The response should be filed at the office of the Dean, who
179 will sign and provide a copy to the Department Chair. The Department Chair may respond to a
180 temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal,
181 written response to a temporary faculty's rebuttal is required.
182
- 183 H. After all signatures have been obtained, the Department Chair will send the original evaluation
184 form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's
185 Personnel Action File (PAF).
186
- 187 IV. Evaluation process for temporary faculty with full-time appointments⁸ for two or more semesters
188
- 189 A. All Temporary Faculty with full-time appointments of two or more semesters must be evaluated
190 by a Peer Review Committee (PRC) elected in accordance with the College of Arts and Sciences
191 Policy on the Election of Peer Review Committees⁹.

⁸ A full-time two-semester appointment is 30 WTUs. The temporary faculty's entitlement may be less than full-time.

- 192
- 193 | B. All Temporary Faculty with fullpart-time appointments for two or more semesters, except those
- 194 | with three-year appointments, shall be evaluated annually at the end of the spring semester. If the
- 195 | end of the appointment is not at the end of the spring semester, the faculty member may be
- 196 | evaluated additionally at the end of the appointment, at the discretion of the Department Chair or
- 197 | upon the request of the temporary faculty employee. The review period, in all cases, shall include
- 198 | all semesters of the appointment.
- 199
- 200 | C. All Temporary Faculty with three-year fullpart-time appointments shall be evaluated at the end of
- 201 | the second year of appointment. The review period will include all semesters of the first two
- 202 | years of appointment. At the request of the Dean or, the Department Chair, ~~or the PRC~~,
- 203 | evaluations of all temporary faculty employees with three-year appointments in a given
- 204 | department may be conducted more frequently. A PRC may recommend more frequent
- 205 | evaluations to the Dean or Department Chair. Any temporary faculty member with a three-year
- 206 | appointment may request that his/her evaluations be conducted more frequently.
- 207
- 208 | D. Each year, the Dean shall publish a timetable for the review of full-time temporary faculty. This
- 209 | calendar shall be published no later than the Monday of the fifteenth (15th) week of the fall
- 210 | semester and shall include a due date for the WPAF of no earlier than the Monday of the third
- 211 | week of the spring semester.
- 212
- 213 | E. Full-time tTemporary faculty shall be responsible for the organization and comprehensiveness of
- 214 | the WPAF and its submission in adherence to the college timetable. The Dean's office shall
- 215 | receive the initial file, and date and stamp the initial page of the file and each subsequent
- 216 | incoming piece of documentation.
- 217
- 218 | F. During the time specified for this activity, the members of the PRC shall review the file for
- 219 | completeness. Within seven days of the submission deadline, the PRC chair shall notify the Dean
- 220 | in writing outlining any material that is lacking. Within two working days of the end of the
- 221 | review for completeness, the Dean's office shall notify the full-time temporary faculty that she/he
- 222 | needs to add required and additional documentation requested by the PRC chair. If the full-time
- 223 | temporary faculty employee fails to submit the required materials and a reviewing party submits
- 224 | the materials, the Dean's office will notify the full-time temporary faculty of materials that are
- 225 | added to the file. Given the time-line of the student evaluation process, the student evaluations
- 226 | for the spring semester will not be included in the WPAF during the PRC review but will be
- 227 | included in the WPAF prior to the Dean level of review. With approval of the PRC, tThe full-
- 228 | time temporary faculty employee may add items that were unavailable at the time the WPAF was
- 229 | submitted, such as a response to student evaluations.
- 230
- 231 | G. Consistent with the college timetable, the PRC shall review and evaluate the WPAF of each full-
- 232 | time temporary faculty member undergoing review. The PRC's evaluation shall be based on the
- 233 | contents of the WPAF. The PRC shall submit a signed copy of Form C to the Dean by the
- 234 | deadline specified in the college timetable. The Dean will place a copy of Form C in the WPAF
- 235 | and the full-time temporary faculty employee will be provided with copies of the PRC
- 236 | evaluation(s) and will sign the evaluation form(s) and retain a copy. The PRC may arrange a
- 237 | meeting with the full-time temporary faculty member to review the evaluation. In the case where
- 238 | the PRC does not arrange a meeting to review the evaluation, full-time temporary faculty
- 239 | members may request a meeting with the PRC within ten calendar days of receiving the

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.

evaluation, to discuss the evaluation.

- H. In addition, regardless of whether a full-time temporary faculty member meets with the PRC, 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, who will sign and provide a copy to the PRC. The PRC may respond to a full-time temporary faculty member's written rebuttal within ten days of receipt of the rebuttal. No formal, written response to a full-time temporary faculty member's rebuttal is required.
- I. Consistent with the college timetable, the Dean shall review and evaluate the WPAF of each full-time temporary faculty member undergoing review and will complete Form D by the deadline specified in the college timetable. A copy of the Dean's evaluation will be provided to the full-time temporary faculty employee. The Dean may arrange a meeting with the full-time temporary faculty employee to review the evaluation. In the case where the Dean does not arrange a meeting to review the evaluation, full-time temporary faculty may request a meeting with the Dean within ten calendar days of receiving the evaluation, to discuss the evaluation.
- J. In addition, regardless of whether a full-time temporary faculty employee meets with the Dean, a full-time temporary faculty employee 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 full-time temporary faculty member's written rebuttal within ten days of receipt of the rebuttal. No formal, written response to a full-time 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 full-time temporary faculty member shall be so notified.

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:

Department Chair/Program Director

Date _____

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

Faculty member _____ Date _____

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

Dean/Associate Dean

Date _____

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. Student evaluation of teaching: _____~~

I. Report on classes observed or material reviewed:

~~II. Additional elements: _____~~

~~III. Overall Recommendation: _____~~

Peer evaluator _____

Date _____

NOTES:

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.

+2. 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: 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:

Dean/Associate Dean

Date _____

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

Faculty member _____ Date _____

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