

**COLLEGE OF ARTS AND SCIENCES EVALUATION OF  
TEMPORARY FACULTY UNIT 3 EMPLOYEES**

*Academic Affairs*  
**FAC 278-04  
POLICY**

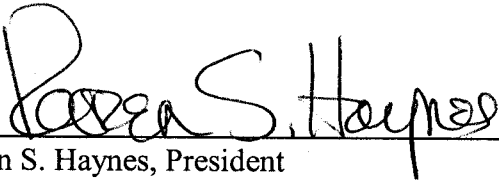
**Effective Date: 8/25/2009**

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

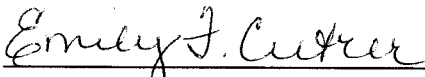
Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

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



Karen S. Haynes, President

5/14/09  
Approval Date



Emily F. Cutrer, Provost and VP for Academic Affairs

5-8-09  
Approval Date

First Revision: 8/25/2009  
Implemented: 08/29/2005

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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 (CBA<sup>1</sup>). Within fourteen (14) days<sup>2</sup> of the beginning of the semester,<sup>3</sup> the Dean/Associate Dean's<sup>4</sup> office will provide all temporary faculty Unit 3<sup>5</sup> members 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 (1) semester or less;
  2. Part-time appointments for two (2) or more semesters;
  3. Full-time appointments for two (2) 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 (1) department or program<sup>6</sup> 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. Electronic submission for part or all elements of the WPAF is acceptable. The department should inform faculty of any preferences.
- F. 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;

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

<sup>2</sup> Throughout this Policy, the term "days" shall signify calendar days.

<sup>3</sup> 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/](http://www.csusm.edu/faculty_affairs/)) to view the current contract.

<sup>4</sup> Hereafter referred to as the Dean.

<sup>5</sup> Hereafter referred to as temporary faculty.

<sup>6</sup> Hereafter referred to as department.

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6. Student evaluations for each section of each course in which student evaluations were conducted, including all University-prepared numerical analyses and all student comments. When student evaluations for the current semester are not available at the time the Working Personnel Action File (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 WPAF contents by the Department Chair/Program Director<sup>7</sup> within fourteen (14) days after the first day of instruction of the academic term. 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 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 considers all materials submitted. The WPAF will be returned to the faculty member once the evaluation process is complete.

- G. 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.
- H. 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 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 member and the visitor. Written confirmation that consultation has taken place shall be provided to the Department Chair within ten (10) days of the classroom visit. (CBA 15.14)
- I. 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.
- J. 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 ten (10) days of the receipt of the list of any changes to the list.

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<sup>7</sup> Hereafter referred to as the Department Chair.

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- K. 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 (1) Semester or Less
- A. Evaluation of all temporary faculty appointed for one (1) semester or less is required at the end of the semester of appointment.
- 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

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(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 (2) or more semesters, except those with 3-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 3-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 (2) years of appointment. At the request of the Dean or the Department Chair, evaluations of all temporary faculty with 3-year appointments in a given department may be conducted more frequently. Any temporary faculty member with a 3-year appointment may request that his/her evaluations be conducted more frequently.
- C. The Department Chair shall notify the temporary faculty that they should submit their WPAF no later than the Monday of the fifteenth week of the semester in which the evaluation is due. Such notification shall be provided to the temporary faculty in writing within twenty-eight (28) days of the start of the semester. If circumstances require it, the temporary faculty may request an extension from the Department Chair.
- 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. The evaluation (Form A) shall be completed and signed 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 term of appointment who will, in turn, notify the affected temporary faculty.
- F. Temporary faculty will be provided copies of their evaluation(s) and will sign 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

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does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the Department Chair within ten (10) calendar days of receiving the evaluation, to discuss the evaluation.

- G. In addition, regardless of whether a temporary faculty member meets with the Department Chair, a temporary faculty 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.
- H. 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.

**IV. Evaluation Process for Temporary Faculty with Full-Time Appointments<sup>8</sup> for Two or More Semesters**

- A. All Temporary Faculty with full-time appointments of two (2) or more semesters must be evaluated by a Peer Review Committee (PRC) elected in accordance with the College of Arts and Sciences Policy on the Election of Peer Review Committees<sup>9</sup>.
- B. All Temporary Faculty with full-time appointments for two (2) or more semesters, except those with 3-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.
- C. 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 (2) years of appointment. At the request of the Dean or the Department Chair, evaluations of temporary faculty with 3-year appointments in a given department may be conducted more frequently. A PRC may recommend more frequent evaluations to the Dean or Department Chair. Any temporary faculty with a 3-year appointment may request that his/her evaluations be conducted more frequently.
- D. Each year, the Dean shall publish a timetable for the review of full-time temporary faculty. This calendar shall be published no later than the Monday of the fifteenth week of the fall semester and shall include a due date for the WPAF of no earlier than the Monday of the third week of the spring semester.

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

<sup>9</sup> 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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- E. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF and its submission in adherence to the college timetable. The Dean's office shall receive the initial file, and date and stamp the initial page of the file and each subsequent incoming piece of documentation.
- F. During the time specified for this activity, the members of the PRC shall review the file for completeness. Within seven (7) days of the submission deadline, the PRC chair shall notify the Dean in writing outlining any material that is lacking. Within two (2) working days of the end of the review for completeness, the Dean'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 member fails to submit the required materials and a reviewing party submits the materials, the Dean's office will notify the temporary faculty of materials that are added to the file. Given the time-line of the student evaluation process, the student evaluations for the spring semester will not be included in the WPAF during the PRC review but will be included in the WPAF prior to the Dean level of review. With approval of the PRC, the temporary faculty may add items that were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
- G. Consistent with the college 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 a signed copy of Form C to the Dean by the deadline specified in the college timetable. The Dean will place a copy of Form C in the WPAF and the temporary faculty employee will be provided with copies of the PRC evaluation(s) and will sign the evaluation form(s) and retain a copy. The PRC may arrange a meeting with the temporary faculty member to review the evaluation. In the case where the PRC does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the PRC within ten (10) calendar days of receiving the evaluation, to discuss the evaluation.
- H. 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 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 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.
- I. Consistent with the college timetable, the Dean shall review and evaluate the WPAF of each 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 temporary faculty member and the PRC. The Dean may arrange a meeting with the temporary faculty member to review the evaluation. In the case where the Dean does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the Dean within ten (10) calendar days of receiving the

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evaluation, to discuss the evaluation.

- 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 (10) 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 (10) 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:

\_\_\_\_\_  
Department Chair/Program Director

Date \_\_\_\_\_

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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.*

\_\_\_\_\_  
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. Report on classes observed 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

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 \_\_\_\_\_

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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.*

\_\_\_\_\_  
Dean/Associate Dean

Date \_\_\_\_\_

**FORM D**  
DEAN/ASSOCIATE DEAN EVALUATION 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 \_\_\_\_\_

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