

**COLLEGE OF BUSINESS ADMINISTRATION EVALUATION OF  
TEMPORARY FACULTY UNIT 3 EMPLOYEES**

*Academic Affairs*  
**FAC 337-08  
POLICY**

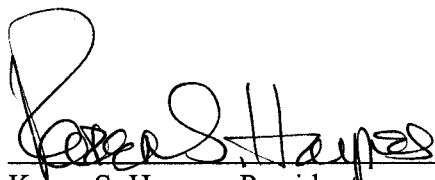
**Effective Date: 8/25/2009**

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**Definition:** A policy for the evaluation of temporary faculty within the College of Business Administration.

**Authority:** CSU/CFA Unit 3 Collective Bargaining Agreement

**Scope:** Temporary Unit 3 employees within the College of Business Administration.



Karen S. Haynes, President

7/14/09

Approval Date



Emily F. Cutrer, Provost and VP for Academic Affairs

7-7-09

Approval Date

**Implemented: 8/25/2009**

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**I. INTRODUCTION**

The College of Business values quality and rigor in all its programs. Toward that end, expectations are that all faculty (both tenure track and temporary) teach their courses in a manner that challenges students so they develop the knowledge and skills needed to be successful in their careers. Consequently, the evaluation of instruction is designed to help temporary faculty become the best instructors possible. It is intended to be a formative, as well as summative, process. The document below sets forth the procedural requirements and the evaluation calendar for evaluating temporary faculty unit employees.

**II. 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> after the first day of instruction of the academic term, the Dean/Associate Dean's<sup>3</sup> office will provide all temporary faculty Unit 3<sup>4</sup> members in the College of Business Administration with a copy of this Policy.
- B. The CBA defines a temporary faculty unit employee as "a bargaining unit employee who is serving in a temporary appointment for a specified period of time." This policy and CBA article 15 distinguishes among three types of temporary faculty unit appointments:
1. Part-time or full-time appointments for one semester or less
  2. Part-time appointments for two or more semesters<sup>5</sup>
  3. Full-time appointments for two or more semesters
- C. Periodic evaluations for both full time and part-time temporary faculty unit employees appointed for two or more semesters, regardless of a break in service, are mandatory and shall be done in accordance with the periodic evaluation procedures specified by this policy.
- D. The Department Chair (DC) conducts the evaluation of temporary faculty teaching in the undergraduate program. In the event that temporary faculty teach in an

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<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> Hereafter referred to as the Dean.

<sup>4</sup> Hereafter referred to as temporary faculty.

<sup>5</sup> The evaluation of temporary faculty is governed by Article 15 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

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---

option with an Option Director (OD), the DC will consult with the OD on the evaluation. The evaluation of faculty teaching in the MBA program shall be done by the MBA Director.

- E. Periodic evaluations for a temporary faculty unit employee appointed for one semester or less shall be at the discretion of the DC. The OD and MBA Director may request an evaluation of faculty teaching courses in their respective programs. The employee may also request that an evaluation be performed.

**III. PROCEDURE**

- A. Within fourteen (14) days of appointment, the Associate Dean's office will provide the temporary faculty unit employees with a copy of this policy. Any additional materials required by the department/program must be communicated to the temporary faculty in writing 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.
- B. Temporary faculty must provide students the opportunity to fill out the official CSUSM student evaluations in their classes, each semester, in accordance with College policy in terms of the CBA.
- C. All temporary faculty shall submit a working personnel file (WPAF) to the DC or MBA Director (as appropriate) no later than two (2) weeks following the end of the semester of review. The WPAF will include the following:
1. a statement of teaching activities and a list of courses taught that semester
  2. a statement of teaching philosophy that includes a discussion of what it means to the faculty member to provide a rigorous course
  3. for each course:
    - Syllabus
    - Examinations and assignment materials
    - Other materials deemed pertinent to a teaching evaluation by the faculty member
    - Student evaluations of teaching when they become available<sup>6</sup>
    - Grade distributions
    - Other evidence of rigorous teaching or pedagogy in each course
  4. Evidence of innovative teaching methods or pedagogy used in each course, if applicable
  5. Copy of temporary faculty evaluation policy

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<sup>6</sup> The College of Business Administration policy is that all courses be evaluated each semester, thus evaluations for all courses taught in a semester must be included in the WPAF.

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---

6. Additional material required by the Program/Department. These materials must be specified in writing and must be communicated to the temporary faculty in writing 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;
- D. The WPAF will be returned to the faculty member once the evaluation process is complete.
- E. Evaluation of all part-time and full-time temporary faculty may include peer input from the department. Peer input from tenure-track faculty in the department may be requested by the Department Chair, Option Director, MBA Director, or by the temporary faculty member.

When peer input is initiated by the department/program, the Department Chair or MBA Director, in consultation with tenure-track faculty in the program and the Option Director (as appropriate), will select one or more tenure-track faculty to provide peer input. The elements to be included in the peer input shall be determined by the DC, OD, or MBA Director (where the faculty member and course are pertinent to a specific program), in consultation with the faculty member being reviewed. The elements may include syllabi, examinations, assignments, statement of teaching goals, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising, and classroom visits.

The temporary faculty may request additional peer input from any tenure-track or non-tenure-track faculty.

- F. Full-time temporary faculty must be evaluated by a Peer Review Committee (PRC) for Temporary Faculty elected in accord with the college policy on election of PRCs. The PRC will consist of three (3) tenured faculty in the Department in which the full-time temporary faculty teaches.
- G. 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.
- H. Evaluation form(s) will be completed, as follows:
  1. For full-time and part-time temporary faculty, the Department Chair/MBA Director will complete and sign evaluation Form A.
  2. When provided, peer input by department faculty must be documented on Form B.

**COLLEGE OF BUSINESS ADMINISTRATION EVALUATION OF  
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3. For full-time temporary faculty, the PRC will review the WPAF and complete Form C.
- I. The temporary faculty member will receive copies of the evaluation(s) and will sign the evaluation form(s) and retain a copy. The office of the Associate Dean will place the original evaluation forms in the temporary faculty member's personnel action file (PAF).
- J. The temporary faculty member may request a meeting with the reviewer (Department Chair or MBA Director) within ten (10) calendar days from the receipt of the evaluation to discuss the evaluation. The temporary faculty member may also request a meeting with the OD or MBA Director, as appropriate, if they requested the review. In addition, regardless of whether the temporary faculty member meets with the evaluator, the temporary faculty member may submit a written response to the evaluation, within ten (10) days of receipt of the evaluation, for inclusion in the PAF. The response shall be filed at the office of the Associate Dean, who will provide a copy for the DC (and OD, MBA Director as appropriate) and the PRC. The DC or MBA Director, as appropriate, may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal, written response to a rebuttal is required.

#### IV. CALENDAR FOR EVALUATIONS

This calendar ensures that all temporary faculty unit employees are evaluated annually, or in the case of one-semester faculty, at the end of the semester in which they were employed.

- A. Part-time Temporary Faculty Appointments for One Semester
  1. After the first semester of employment, part-time faculty with one-semester appointments may be evaluated at the discretion of the DC (in consultation with the OD) or MBA Director as appropriate.
  2. Any evaluation shall take place after the instructor turns in grades, but no later than thirty (30) calendar days after the completion of the appointment year. If circumstances require an extension, the Associate Dean's office should be contacted before the end of the semester who will, in turn, notify the affected temporary faculty.
  2. The Associate Dean shall check that the evaluation process has been completed for any first-time, single semester instructor before a contract is issued for a second teaching assignment in any subsequent semester.
- B. Part-time Temporary Faculty Appointments for Two or More Semesters

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1. All temporary faculty with part-time appointments for two or more semesters, except those with three year appointments, shall be formally evaluated for either the first semester of employment or for the academic year.
2. Second semester evaluations shall take place after the instructor turns in grades, but no later than thirty (30) calendar days after the completion of the appointment year . If circumstances require an extension, the Associate Dean's office should be contacted before the end of the semester who will, in turn, notify the affected temporary faculty.
3. All part-time temporary faculty with three-year 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 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.
4. The Associate Dean shall check that the evaluation process has been completed for all temporary instructors in a given program or department before contracts are issued for any following semester.

**C. Full-time Temporary Faculty Appointments for Two or More Semesters**

1. All temporary faculty with full-time appointments for two or more semesters, except those with three year appointments, shall be formally evaluated for either the first semester of employment or for the academic year.
2. Second semester evaluations shall take place after the instructor turns in grades, but no later than thirty (30) calendar days after the completion of the appointment year . If circumstances require an extension, the Associate Dean's office should be contacted before the end of the semester who will, in turn, notify the affected temporary faculty.
3. All full-time temporary faculty with three-year appointments shall be evaluated 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 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.
4. The Associate Dean shall check that the evaluation process has been completed for all temporary instructors in a given program or department before contracts are issued for any following semester.

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V. FORMS FOR EVALUATION OF TEMPORARY FACULTY UNIT EMPLOYEES

Form A: Department Chair/MBA Director Evaluation Form for All Temporary Faculty Performance Evaluation - Must be used for all temporary faculty evaluations.

Form B: Peer Input to the Evaluation (Optional) for Temporary Faculty Unit Employees - May be used (in addition to Form A) for all temporary faculty evaluations.

Form C: PRC Evaluation Form for Temporary Faculty Performance Evaluation - To be used (in addition to Forms A & B) for all full-time temporary faculty evaluations.

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FORM A

DEPARTMENT CHAIR OR MBA DIRECTOR EVALUATION  
FOR 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. Course materials:

III. Other elements evaluated (i.e., classroom visits, informal feedback):

IV. Overall assessment:

V. Recommendation:

\_\_\_\_\_ Retain      \_\_\_\_\_ Retain with additional monitoring      \_\_\_\_\_ Do not retain

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

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

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*FORM B*

**PEER INPUT TO THE EVALUATION (OPTIONAL)  
FOR 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 and/or material reviewed:

Peer evaluator \_\_\_\_\_

Date \_\_\_\_\_

*Notes: This form will be placed in the faculty's WPAF and PAF, and a copy will be sent to the temporary faculty employee. Faculty members have ten (10) days to respond following the 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

PEER REVIEW COMMITTEE (PRC) EVALUATION  
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Temporary faculty unit 3 employee: \_\_\_\_\_

Semester(s) / Year of Review: \_\_\_\_\_

Class(es) reviewed in this cycle: \_\_\_\_\_

I. Student evaluation of teaching:

II. Course materials:

III. Other elements evaluated (i.e., classroom visits, informal feedback):

IV. Overall assessment:

V. Recommendation:

\_\_\_\_\_ Retain      \_\_\_\_\_ Retain with additional monitoring      \_\_\_\_\_ Do not retain

TFPRC Chair: \_\_\_\_\_ 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's PAF. Faculty members have ten (10) days to respond following the receipt of the form, if they wish to do so.*

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