

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

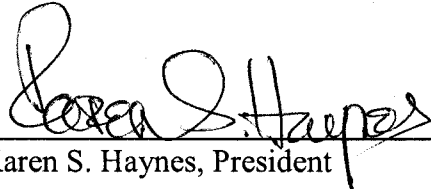
**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

Definition A policy for the evaluation of temporary faculty within the College of Education

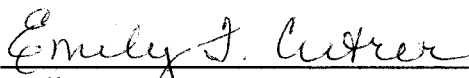
Authority CSU/CFA Unit 3 Collective Bargaining Agreement

Scope Temporary Unit 3 faculty employees within the College of Education



Karen S. Haynes, President

9/10/10
Approval Date



Emily F. Cutter
Provost and Vice President for Academic Affairs

9/10/10
Approval Date

Implemented initially: 9/10/2010

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES****POLICY
FAC 354-09**

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I. General Elements

- A. Definition of Temporary Faculty Employees - Temporary faculty in the College of Education may be instructors in courses and/or supervisors of clinical practice.
- B. Appointment Categories of Temporary Faculty Employees - For the purposes of appointment¹ and evaluation², the collective bargaining agreement (CBA) distinguishes between three types of Temporary Faculty Unit 3 Employees:
- (1) part-time or full time appointments 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
- C. Submission of WPAF – All temporary faculty members shall submit a Working Personnel Action File (WPAF) to the office of the Associate Dean or appropriate administrator according to the timeline of the type of appointment described under Evaluation Cycle. Failure to submit a WPAF, or submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted according to the established timeline and no evaluation takes place, performance of the temporary faculty member is assumed to be satisfactory. In such cases, temporary faculty may request to be evaluated by the appropriate administrator. Electronic submission for part of or all elements of the WPAF is acceptable. The program should inform faculty of any preferences.
- D. Evaluation Cycle
1. Temporary faculty appointed for one semester (1) shall be evaluated at the discretion of the Associate Dean or appropriate administrator. The employee may request that an evaluation be performed.
 2. Temporary faculty appointed for two (2) or more semesters, regardless of break in service, shall be evaluated after every two semesters of employment. Evaluations may be conducted more frequently than every two semesters at the discretion of the Associate Dean or appropriate administrator.
 3. Temporary faculty on three-year appointments (3) shall be evaluated at least once during the term of their appointment or more frequently at the discretion of the Associate Dean or appropriate administrator. The employee or the President may request more frequent evaluations.
- E. Peer Input (Optional) – The temporary faculty member may request additional peer input in the file. Peer input can be provided by Unit 3 faculty, tenure-track faculty members or lecturers only from the same content area or program. The peer input must be provided in alignment with the timeline of the evaluation process. Faculty members who provide peer input may not serve on

¹ 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

² The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES****POLICY
FAC 354-09**

Implementation Date: 9 / 10 / 2010

the PRC of a full-time temporary faculty member.

F. Field Personnel Input (Optional)

Temporary faculty members engaged in clinical practice supervision may also request input from field personnel (i.e. from cooperating teachers, clinical personnel, etc.).

B. Evaluation Procedures**1. General Procedures:**

- a. At the time of appointment, the College of Education will provide temporary faculty with a copy or web link of this policy no later than 14 working days after the first day of instruction of the academic term. All evaluation instruments will be provided to the faculty member.³
- b. If an evaluation is to be performed, the Associate Dean or appropriate administrator must notify the temporary faculty member no later than the 10th week of the semester of the appointment that the WPAF should be submitted to the office of the Associate Dean or appropriate administrator in accordance with the timeline. When analysis of student evaluations of instruction and/or supervision of clinical practice is available, they must all be placed in the WPAF by the Associate Dean or appropriate administrator.
- c. Temporary faculty must provide all candidates⁴ (university students) with the opportunity to evaluate faculty performance. Official CSUSM College of Education Student Evaluations of Teaching shall be administered in accordance with university and college procedures. All Clinical Practice Supervisors must administer prescribed evaluations each semester in accordance with the evaluation procedure.
- d. Temporary Faculty will follow the specific procedures defined by the appointment (Full-time, Part-time, or Supervisory) as described below in 2, 3, or 4.
- e. The evaluation process should be completed within 45 days after the receipt of the WPAF. If circumstances require an extension, the Associate Dean or appropriate administrator shall notify the affected temporary faculty member.
- f. The temporary faculty member shall be provided copies of the evaluation(s), sign the evaluation form(s), and is advised to retain a copy. The Associate Dean or appropriate administrator shall place the original evaluation form(s) in the temporary faculty

³ Evaluation instruments including rubrics may be periodically revised. All instruments must be approved by the COE Personnel Committee prior to use in the process.

⁴ The term "candidates" refers to university students enrolled in credential or MA. For the College of Education, the term "student" refers to K-12 students. Where terms may be misleading, clarifying language will be used.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES****POLICY
FAC 354-09****Implementation Date: 9/10/2010**

- member's Personnel Action File (PAF).
- g. Within 10 working days from the date noted on the evaluation report, the temporary faculty member may request a meeting with the Associate Dean or appropriate administrator to discuss the evaluation and/or may submit a written response to the evaluation for inclusion in the WPAF.
 - h. In the case of a classroom evaluation, a temporary faculty member 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 a consultation has taken place shall be provided to the associate dean within ten (10) days of the classroom visit.
 - i. Any party to the evaluation may request an external review in accordance with the CBA.
2. Instructional Full-Time Temporary Faculty (including those who also engage in supervision of clinical practice)
- a. Full-time temporary faculty members must be evaluated in accordance with the university periodic evaluation procedure. Evaluation of full-time temporary faculty shall include:
 - 1) Candidate evaluations of teaching performance for those with instructional duties;
 - 2) Candidate evaluations of supervision performance for those who supervise clinical practice;
 - 3) Field Experience Coordinator input for those who supervise clinical practice;
 - 4) Review by the College of Education Peer Review Committee (PRC); and
 - 5) Evaluation by the Associate Dean or appropriate administrator.
 - b. Full-time temporary faculty members shall submit the following documentation to the Associate Dean or appropriate administrator's office for evaluation by the Peer Review Committee (PRC) no later than the Monday of the 15th week of the semester. When analysis of student evaluations of teaching is completed for the semester, they must be placed in the file by the Associate Dean or appropriate administrator:
 - 1) Cover Sheet including teaching activities with courses taught and information on supervision of clinical practice, if applicable, each semester since the previous evaluation (Form A)
 - 2) A reflective statement (1/2 – 1 page) assessing strengths and areas for improvement on instructional duties.
 - 3) Content Area or Program Coordinator/Program Faculty Evaluation

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES****POLICY
FAC 354-09****Implementation Date: 9/10/2010**

- (Form B) and, if applicable, Clinical Practice Coordinator and/or Program Coordinator Input (Form D).
- 4) Classroom Observation (Form C)
 - 5) Student Evaluations of Teaching and evaluations of supervision of clinical practice as described in section 4 below, if applicable.
 - 6) Course materials including syllabi for each course, sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work for use in completion of Form B.
 - 7) Evidence of candidates (university students) meeting program/course learning outcomes (such as TPEs⁵, TPAs⁶, or other program-based assessments)
 - 8) Evidence of scholarly/creative activity and/or service (if appropriate)
 - 9) Current vita
 - 10) Optional Peer Input (See p. 2 for description)
3. Instructional Part-Time Temporary Faculty (including those who also engage in supervision of clinical practice).
- a. Evaluation of part-time temporary faculty shall include:
 - 1) Candidate evaluations of teaching performance
 - 2) Candidates evaluations of supervision performance for those who supervise clinical practice
 - 3) Field Experience Coordinator Input for those who supervise clinical practice
 - 4) Evaluation by the Associate Dean or appropriate administrator
 - 5) Current vita
 - b. Part-time temporary faculty members shall submit the following documentation to the Associate Dean or appropriate administrator's office no later than the Monday of the 15th week of the semester. When analysis of student evaluations of teaching is completed for the semester, they must be placed in the file by the Associate Dean or appropriate administrator:
 - 1) Cover Sheet including teaching activities with courses taught each semester since the previous evaluation and information on supervision of clinical practice, if applicable (Form A).
 - 2) A reflective statement (1/2 – 1 page) assessing strengths and areas for improvement in carrying out instructional and supervision duties (if applicable).
 - 3) Content Area or Program Coordinator/Program Faculty Evaluation

⁵ TPE – Teaching Performance Expectations – The TPEs are the California standards used to assessment basic credential teacher candidates.

⁶ TPA – Teaching Performance Assessment – The TPA is a state approved performance assessment for teacher candidates.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES****POLICY
FAC 354-09****Implementation Date: 9/10/2010**

of Instructional Materials (Form B) and, if applicable, Clinical Practice Coordinator and/or Program Coordinator Input (Form D)

- 4) Classroom Observation (Form C).
- 5) Student Evaluations of Teaching and, if applicable, student evaluations of clinical supervision.
- 6) Course materials including syllabi for each course, sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work for use in completion of Form B.
- 7) Evidence of candidates meeting program/course learning outcomes (such as TPEs, TPAs, or other program-based assessments).
- 8) Current vita
- 9) Optional Peer Input (See p. 2 for description)

4. Supervisors of Clinical Practice

- a. Temporary faculty (part-time and full-time) who are supervisors of clinical practice shall submit their documentation to the Associate Dean's office no later than the Monday of the 15th week of the semester. When analysis of student evaluations of supervision is completed for the semester, they must be placed in the file by the Associate Dean or appropriate administrator.
- b. The supervisor documentation shall include the following:
 - 1) Cover Sheet including a list of teacher candidates with descriptions of the candidates (university students) (e.g., beginning, advanced, shared supervision) since the previous evaluation (relevant portion of Form A)
 - 2) A reflective statement (1/2 – 1 page) assessing strengths and areas for improvement in carrying out supervision duties.
 - 3) Clinical Practice Coordinator and/or Program Coordinator Input (Form D)
 - 4) Candidate evaluations of supervisor
 - 5) Examples of completed observation and evaluation forms for teacher candidate performance
 - 6) Other supporting material related to supervision (e.g., communication with candidates (university students) and site personnel, evidence of supporting candidates in meeting performance assessments, agendas and handouts for candidate support meetings.
 - 7) Optional Field Personnel Input (See p. 3 for description)
- c. Temporary faculty (part-time and full-time) supervisors of clinical practice who are asked to leave a clinical site by the site administrator, shall have the site administrator's request for removal and any response submitted by the faculty

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

member placed in the PAF by the Associate Dean or appropriate administrator⁷, in accordance with the procedures in the CBA.

C. Timeline

#	ACTIVITY	ASSUMPTIONS	DEADLINE	TIME OF SEMESTER
1	Hiring of Temporary Faculty	Latest date of hire is 1 st day of class	1 st day of classes	1 st day
2	Receipt of Evaluation Procedures by Temporary Faculty	Via email or print	14 working days after the start of appointment	2 nd week
3	Collection of Evaluation/WPAF Documents	Observation of teaching must occur during teaching calendar - first 8 weeks or 16 weeks	2-15 th week	2-15 th week
4	Notice of Evaluation by Associate Dean	Only for the semester when the faculty is due for evaluation - or in which an evaluation has been requested	No later than the 10 th week of the semester.	6-12 th week
5	Submit WPAF /evaluation Documents by Temporary Faculty	Required	No later than the Monday of the 15 th week of the semester	15 th week of the semester
6	Receive university student evaluations	Student evaluations of the last semester taught/supervised	Upon receipt of evaluations - must be placed in the file by the Associate Dean or appropriate administrator	
7	Evaluation Report to Temporary Faculty	Required	Within 45 days from the day WPAF was submitted	
8	Temporary Faculty Request for a meeting	Optional	Within 10 days after the date of the evaluation report	

⁷ Please note that the appointment of a supervisor assigned to a specific site is conditional upon the site administrator's approval. Should an administrator request a supervisor to leave a clinical site, the supervisor will not have an opportunity for another appointment until the following semester. Removal from a clinical site serves as a strong basis for non-reappointment as a university supervisor. Additionally, the CFA contract states that part-time temporary appointments are contingent upon funding, enrollment, and other considerations as allowed.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

D. Responsibilities for evaluation of temporary faculty

	Tenure-line Faculty and Lecturers, Program Coordinators	Clinical Practice Coordinator	Field Experience Personnel	Peer Review Committee	Associate Dean or Appropriate administrator
Notification of Policy					X
Oversee Policy					X
Peer Input (Optional)	X				
Content Area/ Program Coordinator Input – Form B	X				
Classroom Observation – Form C	X				
Clinical Practice Coordinator and/or Program Coordinator Input – Form D	X	X			
Field Experience personnel Input (optional)			X		
Peer Review (F/T only)				X	
Associate Dean Evaluation Form for Temporary Instructional Faculty – Form E1					X
Associate Dean Evaluation Form for Temporary Supervisor Faculty – Form E2					X
Decision to Rehire					X
Maintenance of Files					X

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

E. Forms to be used for evaluation of temporary faculty

Form A Cover Sheet: Summary Information

Form B Content Area Faculty/Program Coordinator Input

Form C Classroom Observation for Instructors

Form D Clinical Practice Coordinator and/or Program Coordinator Input

Form E1 Associate Dean Evaluation Form for Temporary Instructional Faculty

Form E2 Associate Dean Evaluation Form for Temporary Supervisor Faculty

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9 / 10 / 2010

FORM A

COVER SHEET

(To be completed by temporary faculty member)

Temporary Faculty Member: _____

Date of Evaluation: _____

Status (check one):

Part-time instructional

Full-time supervision

Part-time supervision

Full-time instructional

Part-time instructional and supervision

Full-time instructional and supervision

Date of prior temporary faculty evaluation: _____

Instructional faculty: List of courses taught since last evaluation:

Semester	Course number/title	No. of students

Insert additional rows as needed

Supervision faculty: List of candidates (university students) supervised since last evaluation:

Semester	Candidate Name	Placement Site (school & district)	Program Level (Beg/Adv)

Attach additional rows and sheets as needed.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

FORM B
(For instructional faculty)

CONTENT AREA FACULTY OR PROGRAM COORDINATOR INPUT

Temporary Faculty Member _____

Content Area Faculty or Program Coordinator _____

Date _____

Documentation is attached describing the temporary faculty member's performance in the following areas (Please check all that apply):

- _____ Syllabi for each course taught
- _____ Sample lesson plans
- _____ Assignments
- _____ Assessments
- _____ Classroom Visits (attach form C – Classroom Observation)
- _____ Other

Overall Assessment (areas of strength, suggestions for improvement):

Signature of Evaluator

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

FORM C
(For instructional faculty)

OBSERVATION OF CLASSROOM INSTRUCTION

Temporary Faculty Member _____

Content Area or Program Faculty Member _____

Course Observed (prefix, number and title) _____

Date of Observation _____

Observation notes on subject matter coverage, organization, pedagogy, and instructional delivery:

Overall assessment:

Signature of Evaluator

Date _____

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/10/2010

FORM D
(For clinical supervisors)

CLINICAL PRACTICE COORDINATOR and/or PROGRAM COORDINATOR INPUT

Temporary Faculty Member _____

Clinical Practice Coordinator/Program Coordinator _____

Date _____

Documentation is attached describing the temporary faculty member's performance in the following areas:

- _____ Completed observation forms of candidate performance.
- _____ Completed evaluation forms of candidate performance.
- _____ Communication with candidates (university students).
- _____ Communications with site personnel.
- _____ Candidate evaluations of supervisor.
- _____ Other.

Overall Assessment (areas of strength, suggestions for improvement):

Signature of Evaluator

Date _____

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9/16/2010

FORM E1

**EVALUATION OF TEMPORARY INSTRUCTIONAL FACULTY
(Including those who may also be engaged in supervision of clinical practice)**

By Associate Dean or Appropriate Administrator

Temporary Faculty Member _____

Documentation is attached describing the temporary faculty member's performance in the following areas:

- _____ Syllabi
- _____ Lesson Plans
- _____ Assignments
- _____ Examinations/Assessment Instruments
- _____ Classroom Visits (attach form C1 – Classroom Observation)
- _____ Student Evaluations
- _____ Other Elements

Overall Assessment (areas of strength, suggestions for improvement):

Overall Recommendation:

Signature of Associate Dean Date _____

I have been provided a copy and have read the evaluation.

Signature of Temporary Faculty Member _____ Date _____

Faculty members have ten working days from the date noted on the Associate Dean's evaluation to respond if they wish to do so.

**COLLEGE OF EDUCATION EVALUATION OF TEMPORARY
UNIT 3 FACULTY EMPLOYEES**

**POLICY
FAC 354-09**

Implementation Date: 9 / 10 / 2010

FORM E2

EVALUATION OF TEMPORARY INSTRUCTIONAL FACULTY -
SUPERVISORS OF CLINICAL PRACTICE
(Not engaged in instruction of program courses)

By Associate Dean or Appropriate Administrator

Temporary Faculty Member _____

Evaluative documentation is attached describing the temporary faculty member's performance in the following areas:

- _____ Completed observation forms of candidate performance.
- _____ Completed evaluation forms of candidate performance.
- _____ Communication with candidates (university students).
- _____ Communications with site personnel.
- _____ Agendas and handouts for candidate support meetings.
- _____ Candidate evaluations of supervisor.
- _____ Other elements: _____

Overall Assessment (areas of strength, suggestions for improvement):

Overall Recommendation:

Signature of Associate Dean or appropriate administrator Date _____

I have been provided a copy and have read the evaluation.

Temporary Faculty Member Signature _____ Date _____
Faculty members have ten days from the date noted on the Associate Dean's evaluation letter to respond if they wish to do so.