

**POLICY ON THE EVALUATION OF TEMPORARY COUNSELOR  
FACULTY (SSP-ARs)**

**POLICY  
FAC 293-05**

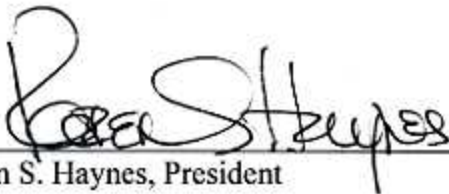
Effective Date: 8/21/2006

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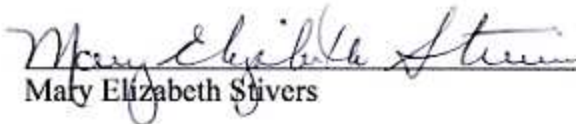
Definition: A policy for the evaluation of temporary counselor faculty (SSP-ARs) at Cal State San Marcos.

Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

Scope: Temporary counselor faculty (SSP-ARs) employees at Cal State San Marcos.



Karen S. Haynes, President

  
Approval Date

Mary Elizabeth Stivers

  
Approval Date

Implemented: 8/21/2006

Approved by Academic Senate 4/5/2006

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I. General Elements

- A. The purpose of this policy is to provide periodic and performance evaluations; these are taken into consideration in subsequent hiring decisions. This policy must be distributed to all temporary faculty unit employees within 14 days of the start of work (Collective Bargaining Agreement [CBA] 12.2), along with the relevant evaluation calendar and the RTP policy for SSP-ARs (if appropriate) by the unit Director.
- B. In this policy, if the employee works for more than one unit, or if the employee serves as an interim Director of a unit, the appropriate Associate Vice President for Student Affairs will serve in the roles described as those of the 'unit Director'.
- C. The appropriate Associate Vice President for Student Affairs is responsible for ensuring that the relevant evaluation process is in place for each temporary SSP-AR. Before a contract is issued for subsequent reappointment, the appropriate Associate Vice President for Student Affairs shall consult the unit Director(s) who worked directly with the employee, as well as the employee's Personnel Action File (PAF).
- D. For SSP-AR employees, the Custodian of the Files (PAFs) is the office of the Vice President of Student Affairs.
- E. Evaluations may be mailed to the employee for review and signature(s). A meeting to discuss the evaluation may be requested by the employee or the appropriate administrator, but is not required.

II. Terms of Appointments

- A. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among various temporary faculty unit employee appointments. There are two different evaluation review periods possible for temporary SSP-ARs
  - 1. An appointment of one semester or less: Evaluations of temporary SSP-ARs appointed for one semester or less are optional and shall be at the discretion of the unit Director. (It is highly recommended that the unit Director conduct an evaluation for future employment considerations.) The employee may, however, request that an evaluation be performed (CBA 15.23).
  - 2. An appointment of more than one semester: Periodic and performance evaluation for both full- and part-time temporary SSP-AR employees appointed for more than one semester is mandatory and must be done in accordance with the periodic evaluation procedures in accordance with the

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CBA (see CBA articles 15.21, 15.22) and may include the opportunity for peer input. Temporary SSP-ARs shall be formally evaluated following the second semester of employment, regardless of a break in service, and then annually.

- B. Temporary SSP-AR faculty possessing six or more years of prior consecutive service at CSUSM shall be offered a three-year temporary appointment (CBA 12.12). For purposes of determining eligibility for this appointment, one year of service will be considered employment of at least four continuous months during a single calendar year. In other words, to qualify for a three-year appointment, the employee must have been employed within Student Affairs for at least four consecutive months within each of the prior six calendar years.

III. Procedures

- A. At the time of appointment, the unit Director's office will provide temporary SSP-ARs with a copy of this policy, along with the relevant evaluation calendar and the retention, tenure and promotion policy for Student Affairs Counselor Faculty. The Temporary SSP-AR employee should be advised of any additional program or department standards for WPAF contents within 14 days of this appointment.
- B. Full- and part-time temporary SSP-ARs with an appointment of one semester or less:
  - 1. If an evaluation is to be done, each unit Director that works directly with the employee will complete an evaluation of the employee (using Form A), addressing each of the major areas of responsibility from the employee's job description.
  - 2. Peer input may be requested by the employee and/or by the unit Director(s) who work directly with the employee. In such cases, appropriate selected peers will be asked by the unit Director(s) to submit their evaluations of the employee's performance in any of the areas of responsibility with which they are familiar (using Form B).
  - 3. The unit Director(s) will submit two copies of the evaluation (including peer input where applicable) to the employee. The employee will sign both copies and keep one. The other will be sent by the unit Director(s) to the Student Affairs office for placement in the employee's personnel file.
- C. Part-time temporary SSP-ARs with an appointment of more than one semester:

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1. Each unit Director that works directly with the employee will complete an evaluation of the employee (using Form A), addressing each of the major areas of responsibility from the employee's job description.
  2. Peer input may be requested by the employee and/or by the unit Director(s) who work directly with the employee. In such cases, appropriate selected peers will be asked by the unit Director(s) to submit their evaluations of the employee's performance in any of the areas of responsibility with which they are familiar (using Form B).
  3. The unit Director(s) will submit two copies of the evaluation (including peer input where applicable) to the employee. The employee will sign both copies and keep one. The other will be sent by the unit Director(s) to the Student Affairs office for placement in the employee's personnel file.
- D. Full-time temporary SSP-ARs with an appointment of more than one semester:
1. The employee shall submit a Working Personnel Action File (WPAF; CBA 15.8, 15.12) to the unit Director. The WPAF shall be submitted no later than six weeks prior to the last day of classes of the second semester of the appointment. If circumstances require an extension, the Senior Director/Dean shall be notified and will define the revised schedule.
  2. Peer input may be requested by the employee and/or by the unit Director(s) who work directly with the employee. In such cases, appropriate selected peers will be asked by the unit Director(s) to submit their evaluations of the employee's performance in any of the areas of responsibility with which they are familiar (using Form B).
  3. The WPAF shall include:
    - a. A copy of the employee's job description(s).
    - b. A narrative (no more than five pages) describing work accomplished in each of the major areas of responsibility during the term of the evaluation.
    - c. Evidence of fulfillment of job requirements and work accomplished.
    - d. A copy of each previous evaluation as a CSUSM faculty unit employee (including any employee responses/rebuttals).

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4. The WPAF will be evaluated by a Peer Review Committee (PRC, elected according to the guidelines specified in the Student Affairs RTP policy for SSP-ARs). The PRC evaluation (Form C) will be submitted, signed by all members, to the unit Director's office. The unit Director will give a copy of the PRC evaluation to the employee. The PRC will have two weeks to complete its evaluation.
5. Within seven calendar days of receiving the PRC evaluation, the employee may request a meeting with the PRC to discuss the evaluation and/or may submit a written response to the evaluation for inclusion in the WPAF. The unit Director's office will provide copies of the written response to each member of the PRC.
6. Within two weeks after receiving the PRC evaluation and the employee's response (if any), the unit Director will meet with the employee to discuss the evaluation. The unit Director will provide an evaluation memo (including Form A) for the WPAF.
7. Within seven calendar days of receiving the unit Director's evaluation, the employee may submit a written response to that evaluation for inclusion in the WPAF.
8. Copies of all evaluations and responses will be filed in the employee's PAF.
9. The WPAF will be returned to the employee once the evaluation process is complete.

IV. Forms to Be Used for Evaluation of Temporary SSP-ARs

Form A: Unit Director Evaluation

Form B: Peer Input to the Evaluation

Form C: PRC Evaluation

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Form A  
Unit Director Evaluation

Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

\_\_\_\_\_  
Rater's Name/ Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
SSP-AR  
Faculty members have seven days to respond following receipt of the evaluation, if they wish to do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AVP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Form B  
Peer Input to the Evaluation (Optional)

Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

\_\_\_\_\_  
Peer Evaluator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Form C  
PRC Evaluation (Required)

Name:

Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

\_\_\_\_\_  
PRC Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRC Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRC Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
SSP-AR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Faculty members have seven days to respond following the receipt of the recommendation, if they wish to do so.

\_\_\_\_\_  
AVP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date