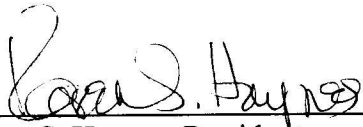


LIBRARY TEMPORARY FACULTY EVALUATION POLICY**POLICY
FAC 249-02****Effective Date:** 08/29/05

Definition: The purpose of this policy is to describe the requirements for periodic evaluation and performance review for temporary library faculty. This policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining Agreement (CBA) and must be distributed to all temporary faculty unit employees within 14 days of the appointment (CBA 12.2). This policy is also in accordance with the Library Retention, Tenure and Promotion Standards.

Authority: CSU Unit 3 Collective Bargaining Agreement.

Scope: Library temporary faculty.



Karen S. Haynes, President

10/26/04
Approval Date



Robert Sheath, Provost

10.25.04
Approval Date

First Revision: 10/6/04
Implemented: 8/28/2003

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I. General elements

The purpose of this policy is to provide periodic evaluation and performance review. Periodic evaluations are taken into consideration in subsequent hiring decisions. This policy follows the procedures for periodical evaluation in accordance with the Collective Bargaining Agreement (CBA¹) and must be distributed to all temporary faculty unit employees within 14 days of the appointment (CBA 12.2). This policy is also in accordance with the Library Retention, Tenure and Promotion Standards (http://www.csusm.edu/faculty_affairs/RTP_LIS8_2000.doc).

II. Terms of appointments

A. The California State University (CSU) Unit 3 collective bargaining agreement (CBA) distinguishes among various temporary faculty unit employee appointments. There are three different evaluation review periods possible based on these types of appointments.

1. An appointment of one semester² or less.

a. All temporary faculty unit employees appointed for one semester or less may be evaluated but this evaluation is optional. A periodic evaluation may be conducted at the discretion of the dean, the coordinator(s), or upon the request of the temporary librarian. It does not require a WPAF.

b. If an evaluation takes place, it will be conducted no later than two weeks after the temporary faculty unit employee completes the term of appointment. If circumstances require an extension, the evaluator shall notify the dean prior to the end of the term of appointment. The dean will define the revised schedule.

2. An appointment longer than one semester but less than 3 years.

a. Temporary faculty unit employees with appointments of more than one semester, but less than three years, are evaluated annually following the procedures outlined below. Temporary librarians shall be formally evaluated during the second semester of employment, regardless of a break in service (CBA 15.21).

¹ 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/) to view the current contract.

² A semester is a term of appointment of 4-6 months.

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- D. The dean shall ensure that the relevant evaluation process is in place for each temporary library faculty member. Before a contract is issued for subsequent reappointment, the dean shall consult the program coordinator(s) who worked directly with the temporary librarian and the Personnel Action File (PAF).

III. Procedure

- A. At the time of appointment, the dean's office will provide temporary librarians with a copy of this policy and Forms A-B, along with the relevant evaluation calendar and the retention, tenure and promotion policy for library faculty. The Coordinator will also work with the temporary librarian and communicate the requirements of this policy.
- B. Temporary librarians with an appointment of one semester or less.
 - 1. If the evaluator or the Dean deems that an evaluation should be done, or if the temporary librarian requests an evaluation, each program coordinator who works directly with the temporary librarian will complete a Form A and return it to the dean's office.
 - 2. Peer input may be requested by the temporary librarian, by the program coordinator conducting the evaluation, or by the program coordinators providing input for an evaluation (when the temporary librarian works directly with more than one program coordinator). When provided, peer input to the evaluation shall also be documented on Form A and returned to the dean's office.
 - 3. Regardless of whether the temporary librarian works directly with one or more program coordinator(s) and/or if the temporary librarian serves as an interim program coordinator, the dean will provide the temporary librarian with two copies of all Forms, one to sign and one to retain. The dean will ensure that the original forms are placed in the temporary librarian's PAF.
- C. Temporary librarians with an appointment longer than one semester, but less than three years AND for those with 3 year contracts.
 - 1. Temporary librarians shall submit a working personnel action file (WPAF) to the dean's office no later than 6 weeks prior to the end of each year of the appointment.
 - 2. The WPAF shall include the following:

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- a. An updated Curriculum Vitae
 - b. Library Assignment of Responsibility (successive documents to show progression, as appropriate) (Library RTP VII.D).
 - c. Statement of up to five (5) pages describing program activities and a narrative of work accomplished during the term of appointment.
 - d. Evidence of fulfillment of job requirements and work accomplished (this may include statistical evidence of work performed, examples of completed work, discussion of successful projects, other letters that include evaluation of work accomplished, examples of libref emails, logs of live reference, Unit 3 peer evaluations/Form A).
 - e. Evidence of teaching performance including student evaluations (syllabi, sample assignments, exams) for those with teaching duties. Temporary faculty unit employees who instruct must include written student evaluations each semester, in accordance with university policies and procedures (CBA 15). The official CSUSM student evaluation form must be used for all semester-long courses. Class presentations other than full semester courses should also be evaluated using the standard library instructional evaluation form.
 - f. Evidence of productive collaboration with colleagues (CBA 21.B).
 - g. All previous personnel reviews (Library RTP VII.H).
3. The temporary librarian shall request Form A from all program coordinators with whom he/she works directly. Each Form A generated as part of the evaluation shall be given to the dean's office to be included in the PAF.
- a. The dean's office will provide a copy of all completed Forms to the temporary librarian.
 - b. The temporary librarian may respond to the Form(s) in a memo submitted to the dean's office within 7 days.
 - c. The dean's office will add this response memo to the PAF and

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provide copies to the signatory(ies) of the Form(s).

4. The WPAF will be evaluated by the elected Peer Review Committee.
5. After reviewing the WPAF, the Peer Review Committee will complete and sign Form B. The PRC will submit Form B to the dean's office for inclusion in the WPAF. The dean's office will give a copy of Form B to the temporary librarian.
6. Within seven calendar days of receiving the copy of Form B, the temporary librarian may request a meeting with the Peer Review Committee to discuss the evaluation and/or may submit a written response to the evaluation for inclusion in the WPAF. The dean's office will provide copies of the written response to each member of the Peer Review Committee.
7. After reviewing the WPAF, the dean will meet with the temporary faculty member to discuss the evaluation. The dean will provide a summary memo for the WPAF and the PAF.
8. Copies of all Forms, a copy of the PRC memo, a copy of the dean's memo and any response submitted to the WPAF by the temporary librarian will be filed in the temporary librarian's PAF in the Library Administrative Office.
9. The PAF remains in the Library Office. The WPAF will be returned to the temporary faculty unit employee once the evaluation process is complete.

IV. Forms to be used for evaluation of temporary faculty unit employees

Form A: "Program Coordinator and Peer Input for the Evaluation of Temporary Library Faculty Form A" shall be used for all temporary faculty evaluations

Form B: "Peer Review Committee Evaluation: Performance Evaluation for Temporary Library Faculty Form B" shall be used for evaluations of temporary librarians with two or more semester appointments in addition to Form A.

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Input for the Evaluation
of Temporary Library Faculty

Form A

Coordinator Peer (*circle one*)

Temporary library faculty employee: _____

I. Please comment on this librarian’s job performance.

II. Summarizing comments:

Signature: _____ Date _____

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

Temporary library faculty employee: _____ Date _____

Temporary faculty unit employees may respond within 7 days following the receipt of the recommendation (CBA 15)

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Peer Review Committee Evaluation:
Performance Evaluation for Temporary Library Faculty
Form B

Temporary library faculty employee: _____

I. Evaluation of Professional Performance

II. Overall assessment

III. Recommendation concerning retention _____

PRC member _____ Date _____

PRC member _____ Date _____

PRC member _____ Date _____

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

Temporary library faculty employee: _____ Date _____

Temporary faculty unit employees may respond within 7 days following the receipt of the recommendation (CBA 15).