Lecturer Evaluation FAQs

Are there samples available to see what a WPAF looks like?

Yes, the Faculty Center has sample WPAFs, both hard copy and electronic that you can examine. They can be viewed at the Faculty Center, KELL 2400, on the second floor of the library. Please note that your WPAF is your own creation and does not need to match the samples.

Where can I get help organizing my container, posting documents, etc?

The Technology Resource Center (TRC) is available in KELL 2414 with workstations and staff.

What is the timeline for the review process?

The timeline is posted to the Faculty Affairs website
http://www.csusm.edu/fa/lecturerresources/index.html

Can I do anything if I think my evaluation isn't accurate?

Yes, you have a limited time in which you can submit a response/rebuttal that will be added to your permanent file (PAF). Your response/rebuttal is then part of the prior periodic evaluations that are included in future WPAFs.

WPAF FAQs

How do I know what to include in my WPAF?

Please consult the University Evaluation policy for a complete explanation. The last page of the document is a checklist. Additionally, consult your college and department evaluation policies for additional required items. Please note that some items deemed optional in the University policy may be required by your college or department.

What is the "index of materials"?

The index of materials is like a table of contents in which you list all of the items you have included in your WPAF.

What is the difference between the checklist and index (both required components of the WPAF)?

The index functions like a table of contents for everything included in your file. The checklist is part of the evaluation policy—you initial that each required item is included in your file.

Prepared by T. Metzger, March 2015

Do I include materials from prior to the current evaluation period?

Only the prior periodic evaluations and responses/ rebuttals (if any) are required from the beginning of your employment. All other materials pertain to the current evaluation cycle.

What are "prior periodic evaluations"?

Every time you complete the formal evaluation cycle, there is a letter (called a "form A") that you should receive. It could be written by your department chair, peer review committee or Dean, depending on the type of appointment you have. This document is put into your Personnel Action File, maintained by each college. If you do not have a copy of each prior evaluation, you can make an appointment with your Dean's Office to examine your file and request copies.

Should I include a syllabus from every <u>section</u> of every course I taught during the evaluation cycle?

The policy only requires a sample syllabus from every <u>course</u> you taught during the evaluation cycle.

Doesn't the University already have copies of my course syllabi?

While we submit our syllabi for archiving every sememter, those are not available to reviewers. Your WPAF is the complete collection of materials reviewed in the evaluation process.

What is "the complete University-prepared report of the student evaluations of instruction for all courses evaluated in accordance with the CBA during the evaluation cycle"?

This is the numerical data and comments that students complete anonymously and the University sends to you several weeks after the end of term. If you did not save all of your reports, please submit a request to the Office of Institutional Planning and Analysis as soon as possible. If a report is missing due to a submission problem, do not ignore it but note that in your file.

What should I include for the required "course materials"?

The policy lists possible materials you can include such as sample assignment, lesson plans, examples of student work, and assessment of student learning outcomes. These materials, in addition the the course syllabi, illustrate your teaching skills and abilities for the reviewer(s).