

**EVALUATION OF TEMP FACULTY UNIT 3 EMPLOYEES
FOR SCHOOL OF NURSING**

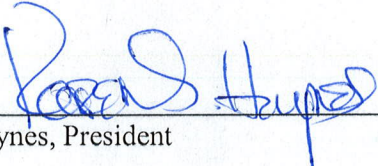
Academic Affairs
**POLICY
FAC 332-08**

Effective Date: July 1, 2012

Definition: A policy for the evaluation of temporary faculty for the School of Nursing within the College of Education Health & Human Services.

Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

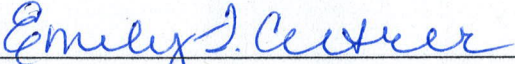
Scope: Temporary Unit 3 employees within the School of Nursing



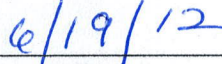
Karen S. Haynes, President



Approval Date



Emily F. Cutrer, Provost and VP for Academic Affairs



Approval Date

First Revision: 07/01/2012
Implemented: 08/25/2009

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I. GENERAL ELEMENTS

- A. The purpose of this policy is to provide the School of Nursing within the College of Education Health & Human Services procedures for periodic and performance review of temporary faculty. The policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining Agreement (CBA¹). Within fourteen (14) days² of the first day of instruction of the academic term, the Office of the Director of the School of Nursing³ will provide temporary faculty Unit 3 employees⁴ with a copy of this policy on Evaluation of Temporary Faculty Unit 3 Employees, and will advise the temporary faculty of additional school standards for the working personnel action file (WPAF) contents. Once the evaluation process has begun there shall be no changes in criteria and procedures. Temporary faculty who work for more than one department shall be evaluated by each department or school.
- B. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among four types of Temporary Faculty Unit 3 Employees:
- 1) part- or full-time appointments for one semester or less;
 - 2) part-time appointments for two or more semesters, Fall, Spring, and Summer;
 - 3) full-time appointments for two or more semesters in an academic year;
 - 4) full-time twelve month appointments for the calendar year.

The evaluation process for each category of appointment will be discussed separately in this document.

- C. All temporary faculty shall submit a WPAF to the Director according to the timelines for the type of appointment. Failure to submit a WPAF, or submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted according to established timelines and no evaluation takes place, performance of the temporary faculty is assumed to be satisfactory. In such cases, temporary faculty may request to be evaluated by the appropriate administrator.
- D. The WPAF shall include the following as appropriate to the terms of the appointment.
1. A yearly updated curriculum vita.
 2. A list of courses taught each semester in the evaluation period.
 3. A syllabus for each course taught in the evaluation period.
 4. A representative sample of examinations and assignment materials for each course taught.
 5. University-prepared numerical summaries and all comments from the student evaluations for all sections of each course taught in which student evaluations were conducted.
 6. Additional materials required by the School of Nursing.

¹ The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement.

² Throughout this Policy, the term "days" shall signify calendar days.

³ Hereafter referred to as Director.

⁴ Hereafter referred to as temporary faculty.

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7. Either a classroom observation by the Director or peer input provided by a full-time faculty member selected by the Director is required for each review cycle except for temporary faculty with part-time or full-time appointments for one semester or less. A full-time faculty member who provides peer input may not serve on the PRC of the temporary faculty member.
 8. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. reflective statement on teaching experiences, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising or mentoring may be included.
 9. Copies of all prior periodic evaluations and performance reviews.
 10. Evidence of scholarly/creative activity, continuing clinical experience, initial or renewal of clinical certification/licensure, and/or service if appropriate to the terms of appointment.
 11. Mailing address to which a copy of the candidate's evaluation may be sent. The WPAF will be returned to the faculty member once the evaluation process is complete.
- E. Temporary faculty who teach must provide students the opportunity to fill out the official CSUSM student evaluations in their classes, each semester in accordance with the School's policy in terms of the CBA.
- F. 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.
- G. Any party to the evaluation may request additional peer input (Form B), which can come from any SoN or discipline related faculty member. In the case of a classroom observation, temporary faculty 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 and the visitor. Written confirmation that consultation has taken place shall be provided to the Director within ten days of a classroom visit. (CBA 15.14).
- II. EVALUATION PROCESS FOR TEMPORARY FACULTY WITH PART- OR FULL-TIME APPOINTMENTS FOR ONE SEMESTER OR LESS
- A. Evaluation of all temporary faculty appointed for one semester or less is optional, and at the discretion of the Director or upon the request of temporary faculty. If a subsequent appointment is anticipated, an evaluation must be completed at the end of the semester of appointment.
 - B. If an evaluation is to be performed, the Director must notify temporary faculty that they must submit the WPAF to the Director no later than the Monday of the fifteenth week of the semester of appointment. When analysis of student evaluations of teaching is completed, they must all be placed in the WPAF by the Director. The WPAF may also be submitted in electronic format. Guidelines for electronic submission may be obtained from the office of the AVP of Faculty Affairs.

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- C. If a subsequent appointment is anticipated, the Director will complete and sign the evaluation (Form A). Either a classroom observation by the Director or a peer input provided by a full-time faculty member selected by the Director is required for each review cycle. The evaluation shall be completed within 30 calendar days after the completion of the semester of appointment. If circumstances require an extension, the evaluator shall notify the Director prior to the end of the term of appointment who will, in turn, notify the affected temporary faculty.
- D. Within seven (7) days of the submission deadline, the Director shall review the WPAF for completeness and shall notify the temporary faculty member in the event that she/he needs to add required and additional documentation. If the temporary faculty fails to submit the required materials within ten (10) days, the Director shall have the right to add the materials to the file. With approval of the Director, the temporary faculty may also add items that were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
- E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation form(s) and retain a copy.
- F. After all signatures have been obtained; the Director will sign, date, and place the evaluation in the temporary faculty's PAF. The Director may arrange a meeting with the temporary faculty to review the evaluation.
- G. In the case where the Director does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the Director within ten (10) calendar days of receiving the evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets with the Director, temporary faculty may submit a written response to the evaluation, within ten (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the office of the Director, who will sign. The Director may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary faculty's rebuttal is required.

**III. EVALUATION PROCESS FOR TEMPORARY FACULTY WITH PART-TIME
APPOINTMENTS FOR TWO OR MORE SEMESTERS**

- A. Temporary faculty with part-time appointments for two or more semesters, except those with three year appointments, shall be evaluated annually at the end of the second semester of each appointment. The review period will include all semesters of appointment. The Director must notify temporary faculty that they must submit the WPAF to the Director no later than the Monday of the fifteenth week of the second semester. When analysis of student evaluations of teaching is completed for the second semester they must be placed in the file by the Director.
- B. All temporary faculty with 3-year part-time 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 Director, evaluations of all temporary faculty with 3-year appointments in a given department may be conducted more

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frequently. Any temporary faculty member with a 3-year appointment may request that his/her evaluations be conducted more frequently.

- C. The evaluation shall be completed within 30 calendar days after the completion of the appointment year. If circumstances require an extension, the evaluator shall notify the Director prior to the end of the term of appointment who will, in turn, notify the affected temporary faculty.
- D. The Director will complete and sign the evaluation (Form A). Either a classroom observation by the Director or a peer input provided by a full-time faculty member selected by the Director is required for each review cycle.
- E. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation form(s) and retain a copy.
- F. After all signatures have been obtained; the Director will sign, date, and place the evaluation forms in the temporary faculty's PAF. The Director may arrange a meeting with the temporary faculty to review the evaluation.
- G. In the case where the Director does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the Director within ten (10) calendar days of receiving the evaluation, to discuss the evaluation. In addition, regardless of whether temporary faculty meets with the Director, temporary faculty may submit a written response to the evaluation, within ten (10) days of receiving the evaluation, for inclusion in the PAF. The response shall be filed at the office of the Director. The Director may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary faculty's rebuttal is required.

**IV. EVALUATION PROCESS FOR TEMPORARY FACULTY WITH FULL-TIME
APPOINTMENTS FOR TWO OR MORE SEMESTERS OR A TWELVE MONTH
APPOINTMENT**

- A. Temporary faculty with full-time appointments for two or more semesters, except those with 3-year appointments, shall be evaluated annually during the spring semester according to a timetable developed by the Director's office. The review period will include summer, fall, and spring semester of the current academic year. Temporary faculty with full-time appointments in the School must be evaluated by a Peer Review Committee⁵ and the Director.
- B. All temporary faculty with 3-year full-time 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 Director, evaluations of a temporary faculty with 3-year appointments in a given department may be conducted more frequently. A PRC may recommend more frequent evaluations to the Director. Any

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temporary faculty with a 3-year appointment may request that his/her evaluations be conducted more frequently.

- C. The Director's office shall notify the temporary faculty and members of the PRC, by the end of the fall semester, of the timetable for the academic year.
- D. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF and its submission in adherence to the school timetable. The Director's office shall receive the initial file, and date and stamp the initial page of the file and each subsequent incoming piece of documentation.
- E. During the time specified for this activity, the Director and the members of the PRC shall review the file for completeness. Within seven (7) days of the submission deadline the PRC chair shall submit letters to the Director outlining material that is lacking. Within two working days of the end of the review for completeness, the Director's office shall notify the temporary faculty that she/he needs to add required and additional documentation requested by the PRC Chair. If the temporary faculty fails to submit the required materials and a reviewing party submits the materials, the Director's office will notify the temporary faculty of materials that are added to the file. Student evaluations for the current semester will be added to the WPAF when they are available. Given the time-line of the student evaluation process, the student evaluations for the current semester will not be in the WPAF during the PRC review, but will be included in the WPAF prior to the Director level of review.
- F. Consistent with the school timetable, the PRC shall review and evaluate the WPAF of each temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the WPAF. The PRC shall submit Form C to the Director by the deadline specified in the school timetable for placement in the WPAF.
- G. Consistent with the school timetable, the Director shall review and evaluate the WPAF of each temporary faculty undergoing review. The Director's evaluation shall be based on the contents of the WPAF and is a separate and independent evaluation from that of the PRC. The Director will complete and sign the evaluation (Form A). Either a classroom observation by the Director or a peer review conducted by a full-time faculty member selected by the Director is required for each review cycle.
- H. Any party to the evaluation may request a meeting at each level of the review according to the school timetable. No formal, written response is required subsequent to this meeting.
- I. In addition, regardless of whether a temporary faculty meets with the PRC, a temporary faculty member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The faculty member's response must be submitted within ten (10) days of receiving the evaluation. The response shall be filed at the office of the Director, who will sign and provide a copy to the PRC. The PRC may respond to a temporary faculty member's written rebuttal within ten (10) days of receipt of the rebuttal. No formal, written response to a temporary faculty member's rebuttal is required.

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- J. The temporary faculty is responsible for preparing, as necessary, a timely rebuttal or response at each level of the review according to the school timetable. The Director and PRC may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of rebuttal. No formal, written response to a temporary faculty's rebuttal is required.
- K. If any stage of the evaluation is not completed by the specified time period then the evaluation will automatically move to the next level of review and the temporary faculty shall be so notified.

V. FORMS TO BE USED FOR EVALUATION OF TEMPORARY INSTRUCTORS

- A. Form A: Director of SoN Evaluation for All Temporary Faculty Unit Employees--must be used for all temporary faculty evaluations.
- B. Form B: Peer Input to the Evaluation – optional for the evaluation of any temporary faculty unit employee.
- C. Form C: PRC Evaluation for Full-time Temporary Faculty Unit Employees--must be used (in addition to Form A) for evaluations of all full-time temporary faculty appointed for two or more semesters.

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**FORM A
DIRECTOR EVALUATION
FOR ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES**

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

Director, School of Nursing

Date _____

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

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FORM B
PEER INPUT TO THE EVALUATION
FOR
ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Evaluator _____

Class(es) reviewed in this cycle: _____

I. Report on observations or material reviewed:

Peer Evaluator _____

Date _____

NOTES: This form will be placed in the faculty member's WPAF and PAF, and a copy will be sent to the temporary faculty employee. Faculty members have ten (10) days to respond following 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
PRC EVALUATION
FOR
FULL-TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty unit employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

PRC member _____

Date _____

PRC member _____

Date _____

PRC member _____

Date _____

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

Faculty member _____

Date _____

Note: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the recommendation, if they wish to do so.

Director, School of Nursing

Date _____