

**COLLEGE OF EDUCATION, HEALTH & HUMAN SERVICES
LECTURER EVALUATION POLICY**

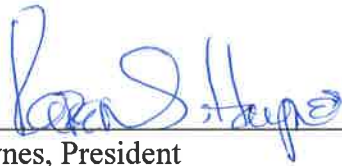
**POLICY
FAC 736-17**

EFFECTIVE: 8 / 23 /2018

Definition: A policy governing the evaluation of Lecturer unit-3 faculty employees in the College of Education, Health & Human Services.

Authority: The Collective Bargaining Agreement between The California State University and the California Faculty Association.

Scope: Lecturer Unit 3 Faculty within the College of Education, Health & Human Services.



Karen S. Haynes, President

8/23/2018
Approval Date



Graham Oberem, Provost & Vice President for Academic Affairs

8/17/2018
Approval Date

Implemented: 8 / 23 /2018

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I. PURPOSE

The purpose of this document is to provide additional standards for periodic evaluation of Lecturer Faculty in College of Education, Health, and Human Services. This document is in accordance with the Collective Bargaining Agreement (CBA), and the University Lecturer Evaluation policy FAC 389-12. In the case of any conflict or omission, the University-wide policy shall be considered authoritative.

II. PROCEDURE

- A. Within fourteen (14) days from the first day of the academic term the Dean's office will provide all Lecturers in CEHHS a copy of this document.
- B. Within ten (10) days from the start of each semester, the Dean's office shall provide School Directors and Department Chairs or their equivalents a list of the names of all Lecturers who will be evaluated in their departments at the end of that semester. It shall be the responsibility of the School Director and Department Chair to notify the Dean within ten (10) days of the receipt of the list of any changes to the list.
- C. Within fourteen (14) days from the first day of the academic term, School Directors and Department Chairs shall inform all eligible Lecturers about their forthcoming evaluations.
- D. Each academic department shall have the right to establish its own written policy standards on the evaluation of its Lecturers. Where such policy standards are established, they must be consistent with the CBA, and meet or exceed the minimum requirements outlined by the University and CEHHS policies. Any such standards shall be reviewed by the College Faculty Development and Planning Committee and the University Faculty Affairs Committee. to ensure compliance with the CBA and CEHHS standards before adoption. Where such standards are established, which may include additional School and Department standards requirements for the WPAF contents, the Lecturers within the school and department shall be provided a copy of that policy within 14 days from the first day of the academic term. Criteria must be appropriate to Lecturer assignments.
- E. All Lecturers are responsible to consult the University Lecturer Evaluation Policy. It is also the responsibility of Lecturers to meet the deadlines established by the Timetable for the Periodic Evaluation of Lecturer Faculty published by the Office of Faculty Affairs.

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- F. Once provided with the evaluation, the Lecturer shall sign and return the evaluation form(s), and retain copy. The School Director or Department Chair may arrange a meeting with the lecturer to review the evaluation. In the case where the School Director or Department Chair does not arrange a meeting to review the evaluation, the Lecturer may request a meeting with the School Director or the Department Chair to discuss the evaluation within ten (10) calendar days of receiving it.
- G. All lecturers shall be evaluated on a regular basis in accordance with the type and term of their appointment per Section IV of the University Lecturer Evaluation Policy.
- H. CEHHS encourages Department Chairs or their equivalents to review Lecturers hired for one semester or less.

III. WORKING PERSONNEL ACTION FILE (WPAF)

- A. All Lecturers shall submit a working personnel action file (WPAF) to their respective School Director or Department Chair according to the Timetable for the Periodic Evaluation of Lecturers published by the Office of Faculty Affairs timelines for their type and term 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 deemed satisfactory. In such cases, temporary faculty may request to be evaluated by the appropriate administrator.
- B. In addition to the required WPAF elements referenced in Section V. B. of the University Lecturer Evaluation Policy, CEHHS Lecturers are also required to include:
 - 1. A reflective statement of no more than three pages on specific successes and/or challenges of each assigned duties outlined in the term of appointment during the evaluation period
 - 2. Evidence of scholarly/creative activity and/or service if appropriate to the terms of appointment.

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**PROGRAM DIRECTOR OR DEPARTMENT CHAIR EVALUATION FOR FULL TIME TEMPORARY
FACULTY UNIT 3 EMPLOYEES APPOINTED FOR ONE SEMESTER AND FOR PART TIME
TEMPORARY FACULTY UNIT 3 EMPLOYEES NOT ELIGIBLE FOR A THREE-YEAR APPOINTMENT**

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Classes/activities reviewed in this cycle: _____

I. Student evaluation of instruction or clinical practice (if applicable):

II. Additional elements:

III. Overall recommendation:

Satisfactory

Unsatisfactory

IV. Narrative comments and suggestions for development:

Department Chair/Program Director

Date _____

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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 must be signed and returned by the Lecturer. It will be placed in the Lecturer's PAF. If the evaluation is not signed and/or returned in 10 days, it will be placed in the Lecturer's PAF unsigned. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.

Dean/Associate Dean

Date _____

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**PEER INPUT TO THE EVALUATION (OPTIONAL) FOR
ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES**

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Classes/activities reviewed in this cycle: _____

I. Report on classes/clinical practice observed or material reviewed:

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Peer evaluator _____

Date _____

NOTES: *This form will be placed in the faculty member's PAF. 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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**PRC EVALUATION FOR ALL FULL TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES HOLDING
A ONE-YEAR APPOINTMENT, AND FOR FULL TIME AND PART TIME TEMPORARY FACULTY
UNIT 3 EMPLOYEES ELIGIBLE FOR OR HOLDING A THREE-YEAR APPOINTMENT**

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of review: _____

Classes/activities reviewed in this cycle: _____

I. Student evaluation of instruction or clinical practice (if applicable):

II. Additional elements:

III. Overall recommendation:

Satisfactory

Unsatisfactory

IV. Narrative comments and suggestions for development:

PRC member _____

Date _____

PRC member _____

Date _____

PRC member _____

Date _____

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

Faculty member _____

Date _____

Note: This form must be signed and returned by the Lecturer. It will be placed in the Lecturer's PAF. If the evaluation is not signed and/or returned in 10 days, it will be placed in the Lecturer's PAF unsigned. Faculty members have ten (10) days to respond following the receipt of the recommendation, if they wish to do so.

Date _____

Dean/Associate Dean

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APPROPRIATE ADMINISTRATOR EVALUATION FOR

ALL FULL TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES HOLDING A ONE-YEAR APPOINTMENT, AND FOR FULL TIME AND PART TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES ELIGIBLE FOR OR HOLDING THREE YEAR APPOINTMENTS

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of review: _____

Classes/activities reviewed in this cycle: _____

I. Student evaluation of instruction or clinical practice (if applicable):

II. Additional elements:

III. Overall recommendation:

Satisfactory

Unsatisfactory

IV. Narrative comments and suggestions for development (note: if an unsatisfactory determination is reached, the reasons for the determination must be specified in writing):

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Dean/Associate Dean

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 must be signed and returned by the Lecturer. It will be placed in the Lecturer's PAF. If the evaluation is not signed and/or returned in 10 days, it will be placed in the Lecturer's PAF unsigned. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.