

**TEMPORARY FACULTY UNIT 3 EMPLOYEES EVALUATION -  
CHABSS**

**POLICY  
FAC**

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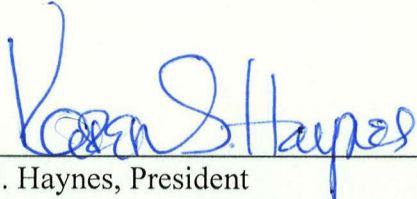
**Implementation Date:** 08/20/2014

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**Definition**                      A policy for the evaluation of temporary faculty within the College of Humanities, Arts, Behavioral and Social Science.

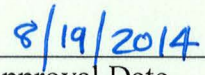
**Authority**                        CSU/CFA Unit 3 Collective Bargaining Agreement

**Scope**                          Temporary Unit 3 employees within the College of Humanities, Arts, Behavioral and Social Science.

  
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Karen S. Haynes, President

  
\_\_\_\_\_  
Approval Date

  
\_\_\_\_\_  
Graham Oberem, Provost and VP for Academic Affairs

  
\_\_\_\_\_  
Approval Date

Revision: 08/20/2014 (includes change of title as shown above)

Revision: 08/25/2009 (as "Temporary Faculty Unit 3 Employees Evaluation – COAS")

Originally implemented: 08/29/2005 (as "Temporary Faculty Unit 3 Employees Evaluation – COAS")

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## College of Humanities, Arts, Behavioral & Social Sciences

### Evaluation of Lecturer Unit 3 Faculty Employees

#### I. Purpose

The purpose of this document is to provide additional standards for periodic evaluation of Lecturer Faculty in College of Humanities, Arts, Behavioral & Social Sciences (hereafter CHABSS). 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/Associate Dean's office will provide all Lecturers in CHABSS a copy of this document.
- B. Within ten (10) days from the start of each semester, the Dean's office shall provide 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 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, 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 CHABSS documents policies. Any such standards shall be reviewed by the College Faculty Development Committee and the University Faculty Affairs Committee to ensure compliance with the CBA and CHABSS standards before adoption. Where such standards are established, which may include additional Department standards requirements for the WPAF contents, the Lecturers within the 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 a copy. The Department Chair or Peer Review Committee (PRC) may arrange a meeting with the lecturer to review the evaluation. In the case where the Department Chair or PRC does not arrange a meeting to review the evaluation, the Lecturer may request a meeting with the Department Chair, PRC or appropriate administrator 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. CHABSS 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 Department Chair or equivalent according to the Timetables for the Periodic Evaluation of Lecturer Faculty 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, CHABSS Lecturers are also required to include:
  - 1. A reflective statement of no more than three pages on specific successes and/or challenges of each course taught during the evaluation period
  - 2. Evidence of scholarly/creative activity and/or service if appropriate to the terms of appointment.

**IV. Forms for Evaluation of the Lecturers**

<http://www.csusm.edu/chabss/facultyandstaffresources/lecturer.html>

- 1) Form A: Department Chair Evaluation
- 2) Form B: Peer Input to the Evaluation
- 3) Form C: PRC Evaluation