

**TEMPORARY FACULTY UNIT 3 EMPLOYEES EVALUATION -  
COLLEGE OF SCIENCE AND MATHEMATICS**

**FAC 278-04  
POLICY**


**Effective Date:** 8 / 21 /2018

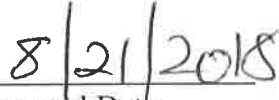
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**Definition:** A policy for the evaluation of temporary faculty within the College of Science & Mathematics.

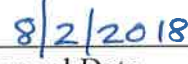
**Authority:** CSU/CFA Unit 3 Collective Bargaining Agreement

**Scope:** Temporary Unit 3 employees within the College of Science & Mathematics.

  
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Karen S. Haynes, President

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

  
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Graham Oberen, Provost & Vice President for Academic Affairs

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

Second Revision: 8 / 21 /2018 (formerly titled College of Arts and Sciences Evaluation of Temporary Faculty Unit 3 Employees)  
First Revision: 08/25/2009  
Implemented: 08/29/2005

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**I. PURPOSE**

The purpose of this document is to provide additional standards for periodic review of temporary Unit 3 faculty members, hereafter referred to as lecturer faculty, in the College of Science & Mathematics (CSM). This document is in accordance with the California State University (CSU) Unit 3 Collective Bargaining Agreement (CBA<sup>1</sup>) and the University Lecturer Evaluation Policy. In the case of any conflict or omission, the University Lecturer Evaluation policy shall be considered authoritative.

**II. PROCEDURE**

- A. No later than fourteen (14) days after the first day of instruction of the academic term, the Dean's office or designee will provide all lecturer faculty in the CSM with a copy of this document.
- B. Within seven (7) days of the first day of instruction, the Dean's office shall provide Department Chairs or their equivalents a list of the names of all lecturer faculty who will be evaluated in their departments at the end of that semester. It shall be the responsibility of the Department Chair, within seven (7) days of receipt of the list, to notify the Dean of any changes to the list.
- C. Within fourteen (14) days of the first day of instruction, Department Chairs shall inform all eligible lecturer faculty about their forthcoming evaluations.
- D. Each CSM Department shall have the right to establish its own written policy standards on the evaluation of its lecturer faculty. Where such standards are established, the Lecturer faculty within the Department shall be provided a copy of that policy within 14 days of the first day of instruction.
- E. All lecturer faculty shall be evaluated on a regular basis in accordance with their type and term of appointment as specified in the University Lecturer Evaluation Policy using Forms A, C, and D (Section IV below). In addition, CSM Department Chairs, or their designees, shall review lecturer faculty with one-semester appointments and may review other lecturer faculty by conducting in-class peer observations and filling out the CSM Peer Input/Classroom Evaluation Form (Form B, Section IV below).

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<sup>1</sup> The evaluation of lecturer faculty is governed by Article 15 of the Collective Bargaining Agreement. The appointment of lecturer faculty is governed by Article 12 of the Collective Bargaining Agreement.

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- F. Once provided with the evaluation, the lecturer faculty 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 faculty to review the evaluation. In the case where the Department Chair or PRC does not arrange a meeting to review the evaluation, the lecturer faculty may request a meeting with the Department Chair, PRC or appropriate administrator to discuss the evaluation within ten (10) calendar days of receiving it.

**III. WORKING PERSONNEL ACTION FILE (WPAF)**

- A. All lecturer faculty, including those hired for terms of one semester or less, shall submit a working personnel action file (WPAF) to their respective Department Chair or equivalent according to the Timetables for the Periodic Evaluation of Lecturers published by the Office of Faculty Affairs. Lecturers hired for terms of one semester or less shall complete as many elements of the WPAF as is possible. For all other Lecturers submitting an incomplete WPAF will be reflected in the evaluation. If the lecturer faculty under review fails to submit their WPAF, then their review will be deemed unsatisfactory. If the WPAF is submitted according to established timelines and no evaluation takes place, the performance of the lecturer faculty shall be deemed satisfactory. In such cases, lecturer faculty may request to be evaluated by the appropriate administrator.
- B. In addition to the required WPAF elements referenced in the University Lecturer Evaluation Policy, CSM lecturer faculty shall also include a reflective statement of one to five (1 to 5) pages total. Guidance on the reflective statement may be obtained from the CSM Dean's Office and/or the Faculty Center. The reflective statement should not simply be a general teaching philosophy statement. Instead, it should include a description of specific successes and/or challenges encountered in each course taught during the evaluation period and how the lecturer responded to these perceived challenges, to issues raised in previous student evaluations (if any), or to other feedback solicited or received during the course of the semester.

**IV. FORMS FOR EVALUATION OF THE LECTURER FACULTY**

- A. Form A: Department Chair or CSM Program Director Evaluation form<sup>2</sup>  
B. Form B: CSM Peer Input/Classroom Evaluation form<sup>3</sup>  
C. Form C: PRC Evaluation form<sup>4</sup>  
D. Form D: CSM Dean/Associate Dean Evaluation form

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<sup>2</sup> **Form A.** After the Chair writes and signs Form A, the Chair should send a copy to the CSM Dean's Office and send the original to the lecturer faculty for his/her signature. Once the lecturer faculty returns the signed copy to the Chair, then the Chair should forward the signed copy to the CSM Dean's Office.

<sup>3</sup> **Form B,** when filled out, should always be attached to Form A or Form C.

<sup>4</sup> **Form C.** After the PRC writes and signs the Form C, the Chair of the PRC should send a copy to the CSM Dean's Office and send the original to the lecturer for his/her signature. Once the lecturer faculty returns the signed copy to the PRC Chair, then the PRC Chair should forward the signed form to the CSM Dean's Office.

**FORM A**  
**CSM PROGRAM DIRECTOR OR DEPARTMENT CHAIR EVALUATION**  
**FOR PART-TIME LECTURER FACULTY UNIT 3 EMPLOYEES**  
**NOT ELIGIBLE FOR A THREE-YEAR APPOINTMENT**

Lecturer Faculty Unit 3 employee \_\_\_\_\_

Semester(s) / Year of review \_\_\_\_\_

Class(es) reviewed in this cycle \_\_\_\_\_

- I. Student evaluations of instruction (University LEP Section V.B.6):
  
- II. Additional WPAF elements (University LEP Sections V.B.1-5 & 7-11) including a reflective statement (Section V.B.8):
  
- III. Narrative comments and suggestions for development:

IV. Overall recommendation:

Satisfactory

Unsatisfactory

\_\_\_\_\_  
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.

Lecturer faculty member \_\_\_\_\_

Date \_\_\_\_\_

*Note: This form must be signed and returned by the lecturer faculty member under review. If a signed evaluation is not returned within 10 days, then an unsigned copy of the evaluation shall 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.*

**FORM B**  
**CSM PEER INPUT/CLASSROOM EVALUATION FOR ALL LECTURER FACULTY UNIT 3**  
**EMPLOYEES**

Lecturer Faculty Unit 3 employee \_\_\_\_\_

Semester(s) / Year of review \_\_\_\_\_

Class(es) reviewed in this cycle \_\_\_\_\_

I. Report on classes observed or material reviewed:

Peer evaluator \_\_\_\_\_

Date \_\_\_\_\_

*NOTES: This form will be placed in the lecturer faculty member's WPAF. 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.*

**FORM C**  
**CSM PRC EVALUATION FOR**

- i) full-time Lecturer Faculty Unit 3 employees with a one-year appointment,**
- ii) part-time Lecturer Faculty Unit 3 employees eligible for an initial three-year appointment, or**
- iii) part-time Lecturer Faculty Unit 3 employees in their third year of a three-year appointment eligible for renewal of a three-year appointment.**

Lecturer Faculty Unit 3 employee \_\_\_\_\_

Semester(s) / Year of review \_\_\_\_\_

Class(es) reviewed in this cycle \_\_\_\_\_

- I. Student evaluations of instruction (University LEP Section V.B.6):
- II. Additional WPAF elements (University LEP Sections V.B.1-5 & 7-11) including a reflective statement (Section V.B.8):
- III. Narrative comments and suggestions for development:
- IV. Overall recommendation:

Satisfactory

Unsatisfactory

PRC member \_\_\_\_\_

Date \_\_\_\_\_

PRC member \_\_\_\_\_

Date \_\_\_\_\_

PRC member \_\_\_\_\_

Date \_\_\_\_\_

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

Lecturer faculty member \_\_\_\_\_

Date \_\_\_\_\_

*Note: This form must be signed and returned by the lecturer faculty member under review. If a signed evaluation is not returned within 10 days, then an unsigned copy of the evaluation shall 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.*

**FORM D**  
**APPROPRIATE ADMINISTRATOR EVALUATION FOR**  
**FULL- OR PART-TIME LECTURER FACULTY UNIT 3 EMPLOYEES ELIGIBLE FOR**  
**OR HOLDING A THREE YEAR APPOINTMENT**

Lecturer Faculty Unit 3 employee \_\_\_\_\_

Semester(s) / Year of review \_\_\_\_\_

Class(es) reviewed in this cycle \_\_\_\_\_

- I. Student evaluations of instruction (University LEP Section V.B.6):
  
- II. Additional WPAF elements (University LEP Sections V.B.1-5 & 7-11) including a reflective statement (Section V.B.8):
  
- III. Narrative comments and suggestions for development (note: if an unsatisfactory determination is reached, the reasons for the determination must be specified in writing):
  
- IV. Overall recommendation:

Satisfactory

Unsatisfactory

\_\_\_\_\_  
Dean/Associate Dean

Date \_\_\_\_\_

I have been provided a copy and have read the evaluation. Evaluations are taken into consideration for subsequent appointments.

Lecturer faculty member \_\_\_\_\_ Date \_\_\_\_\_

*Note: This form must be signed and returned by the lecturer faculty member under review. If a signed evaluation is not returned within 10 days, then an unsigned copy of the evaluation shall 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.*