

**TEMPORARY FACULTY UNIT 3 EMPLOYEES EVALUATION - LIBRARY POLICY**  
**FAC 249-02**

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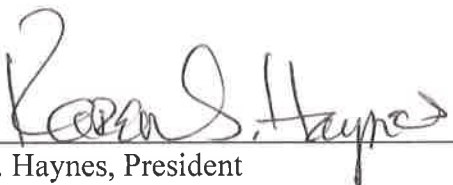
**Effective Date:** 8 / 21 / 2018

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**Definition:** The purpose of this document is to provide additional standards for periodic evaluation of Lecturer Faculty in the Library. This document is in accordance with the Unit 3 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.

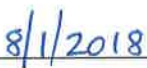
**Authority:** CSU Unit 3 Collective Bargaining Agreement.

**Scope:** Library temporary faculty.

  
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Karen S. Haynes, President

  
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Approval Date

  
\_\_\_\_\_  
Graham Oberem, Provost & Vice President for Academic Affairs

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

Revision Two: 8 / 21 / 2018  
Revision One: 10/06/2004  
Implemented: 08/28/2003

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**I. PURPOSE**

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**II. PROCEDURE**

- A. Soon after the lecturer librarian's contract is issued, but in any case no later than fourteen (14) days after the first day of instruction of the academic term, the Library's administrative office will provide all lecturer librarians with relevant evaluation criteria and procedures. The department head will meet with the newly appointed lecturer librarian and communicate the requirements of these procedures and criteria.
- B. Within ten (10) days from the start of each academic term, the Library's administrative office shall provide department heads or their equivalents a list of the names of all lecturer librarians who will be evaluated in their departments at the end of that academic term. It shall be the responsibility of the department head to notify the Dean of any changes to the list within ten (10) days of the receipt of the list.
- C. All lecturer librarians are responsible for consulting the University Lecturer Evaluation Policy. It is also the responsibility of lecturer librarians to meet the deadlines established by the Time Table for Periodic Evaluation of Lecturers published by the Office of Faculty Affairs.
- D. Depending upon the type of appointment (see Section III, below), the lecturer librarian will be evaluated either by the relevant department head or by a Peer Review Committee (PRC), following the annual Timetable for Periodic Evaluation of Lecturers. Once provided with the evaluation, the lecturer librarian shall sign and return the evaluation to the Library's administrative office, and retain a copy. If the signed evaluation is not returned in 10 days, an unsigned copy shall be placed in the Lecturer's PAF. The department head or PRC may arrange a meeting with the lecturer to review the evaluation. In the case where the department head or PRC does not arrange a meeting to review the evaluation, the lecturer may, within ten (10) calendar days of receiving the evaluation, request a meeting with the department head, PRC or appropriate administrator to discuss the evaluation.

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E. Lecturer librarians with appointments in more than one department shall be evaluated separately by each department based on their type of appointment in that department (Univ. Lecturer Evaluation Policy III.K).

F. Election Procedures and Composition of the Peer Review Committee (PRC)

A PRC shall be elected for full-time lecturer librarians not eligible for a three-year appointment; full- or part-time lecturer librarians eligible for an initial three-year appointment; and full- or part-time lecture librarians holding a three-year appointment. The PRC for lecturer librarians shall be elected by the tenure-track and lecturer faculty in the Library. The PRC shall be composed of three full-time tenured faculty. If there are not enough eligible faculty members in a department, the department shall elect Peer Review Committee members from eligible university faculty in related departments or academic disciplines.

The Chair of the Library Faculty Council will initiate the election of eligible tenured librarians at the start of the fall semester. The Chair will work with the Library administrative office to conduct an anonymous ballot.

1. The Library Faculty Chair will call for (self-) nominations of eligible faculty for each PRC needed, with a response window of 5 working days. Nominations from lecturer librarians are welcome.
2. The Library administrative office will send ballots to all tenure track and lecturer library faculty with a response window of 5 working days to vote.
3. An election shall be valid if there is at least one candidate per position (3) to be filled on the PRC. In case of an uncontested election, a nominee must receive "yes" votes from a majority of those casting to win the PRC election.
4. There will be a write-in option on each ballot. Write-in votes will be counted only if the write-in candidate accepts the write-in nomination.
5. Once the ballot has gone out and voting has begun, the ballot may not be withdrawn until the end of the voting period.
6. The Library administrative office tallies the vote, and announces the PRC's composition to the library faculty.
7. If a vacancy needs to be filled, the same election procedures will be followed to elect a replacement.

### III. EVALUATION REQUIREMENTS BY TYPE OF APPOINTMENT

A. All lecturer librarians 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.

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- B. Lecturer librarians hired for 4-6 months or one semester or less shall follow the requirements for “[Lecturers Hired for] One Semester or Less” in the University Lecturer Evaluation policy.
- C. Full-time lecturer librarians hired for 10 months but not eligible for a three-year (30 month equivalent) appointment shall follow the requirements for “Full-Time Lecturers Not Eligible for a Three-Year Appointment” in the University Lecturer Evaluation policy.
- D. Part-time lecturer librarians not eligible for a three-year (30 month equivalent) appointment shall follow the requirements for “Part-Time Lecturers Not Eligible for a Three-Year Appointment” in the University Lecturer Evaluation policy.
- E. Full or part-time lecturer librarians eligible for an initial three-year (30 month equivalent) appointment shall follow the requirements for “Full- or Part-Time Lecturers Eligible for an Initial Three-Year Appointment” in the University Lecturer Evaluation policy.

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

- A. A WPAF must be submitted by all lecturer librarians scheduled for evaluation under the Timetable for Periodic Evaluation of Lecturers, respective to 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 lecturer librarian is deemed satisfactory. In such cases, lecturer librarians may request to be evaluated by the appropriate administrator.
- B. In addition to the WPAF elements listed in the University Lecturer Evaluation Policy (Section V.C.), Library standards require the elements listed below. For clarification, all elements are listed here:
  - 1. WPAF Checklist, completed and signed by the lecturer librarian (Appendix B Univ. FAC 389-12);
  - 2. Index of materials;
  - 3. Job Description or Assignment of Responsibility (successive documents to show progression as appropriate);
  - 4. Current curriculum vitae;
  - 5. Statement of up to five (5) pages describing activities and a narrative of work accomplished during the term of appointment;
  - 6. Evidence of fulfillment of job requirements and work accomplished (this may

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include but is not limited to statistical evidence of work performed, examples of completed work, successful projects, other letters that include evaluation of work accomplished, examples of libref emails, logs of live references, and letters of evaluation;

7. For lecturer librarians who teach, evidence of successful teaching performance; [Instructional lecturer librarians will meet with the head of Teaching and Learning to review the Evaluating Teaching and Learning Program procedures within 14 days of the start of their appointment to discuss the expectations regarding providing students evaluation of instruction and other evidence of teaching performance.]
8. Evidence of productive collaboration with colleagues;
9. Copies of all prior periodic evaluations with responses/rebuttals (if any);
10. A copy of the relevant university procedures, and college / division, and department lecturer evaluation criteria;
11. Optional elements for the WPAF are listed in the University Lecturer Evaluation policy (Section V. D.).