

INSTRUCTIONS FOR ANNUAL EVALUATION OF TEMPORARY FACULTY

The annual evaluation of temporary faculty will be conducted during Spring Semester 2019 and covers the preceding calendar year (2018). It is important that temporary faculty members receive complete and detailed evaluations, regardless of their reappointment status or the work they perform (teaching, supervision, etc.) The evaluation's written comments should support the rating given and should note any changes in the faculty member's performance since the last evaluation. Evaluations should be based on written evidence, not on informal sources of input such as casual comments. Apart from coaches, only tenured faculty unit employees and academic administrators may engage in deliberations and make recommendations regarding the evaluation of a faculty unit employee.

WHO RECEIVES AN ANNUAL EVALUATION?

1. All full-time and part-time temporary faculty who have been appointed for two or more semesters, but not holding a three (3) year appointment, must be evaluated annually.
2. All full-time and part-time temporary faculty with three (3) year appointments must be evaluated at least once during the appointment term and may be evaluated more frequently. At minimum, an annual evaluation should occur in the second year. However, annual evaluations are useful in fully assessing a faculty member throughout the term of a three-year appointment and are highly recommended.

Although not required, a temporary faculty member who has been appointed for only one semester or less may be evaluated at the discretion of the department, chair, or appropriate administrator. The faculty member may also request that an evaluation be performed. **Note that if a faculty member is hired for Fall Semester 2018 and is appointed in Spring Semester 2019, the faculty member is a two-semester appointee and must be evaluated.**

DOCUMENTS REQUIRED FROM FACULTY MEMBER

Pursuant to Article 15.12 a. of the CSU/CFA Collective Bargaining Agreement (CBA), faculty members subject to review "shall be responsible for the identification of materials [they] wish to be considered, as well as materials required by campus policy, and for the submission of such materials as may be accessible to [them]." *The failure to submit required documentation or otherwise cooperate in the evaluation process may be taken into consideration in the faculty member's evaluation.*

Faculty members being evaluated must submit the following documents to the Department Chair:¹

1. The faculty member's Annual Summary of Achievements (ASA);
2. All available standardized student data (SOTEs) during the evaluation period; and
3. Peer observation(s) conducted during the evaluation period that review(s) the teaching or performance of the temporary faculty member's assignment and include(s) review of course materials.

These materials are designated as the **Working Personnel Action File (WPAF)**. Additional documentation from the period of review may be provided by the faculty member or gathered by the Department and shall be included in the WPAF and considered in the evaluation. Copies of materials not provided by the temporary faculty member **must** be given to the temporary faculty member before the first level of review begins.

EVALUATION PROCESS

Who Evaluates?

Full-time Temporary Faculty: A Department committee of tenured faculty conducts the evaluation. If the Department Chair is **not** part of the committee, the Chair may make a separate recommendation as part of the evaluation process.

¹ For purposes of this document, "Department" means a Department, School, or other equivalent unit. "Chair" means Department Chair, School Director or other equivalent position.

Part-time Temporary Faculty: Each Department decides whether the Department evaluation will be completed by the Chair alone or the department’s personnel or other committee comprised of full-time tenured faculty.

For **all** temporary faculty, within ten days of the Department level evaluation, a faculty member may submit response/rebuttal to the Department’s evaluation. After ten days the WPAF, Department level evaluation, and any response/rebuttal are forwarded to the Dean’s office for review.

What Is Considered During The Evaluation Process?

At the **Department level**, the following is considered during evaluations of all temporary faculty members:

1. All materials in the faculty member’s WPAF

At the **Dean level**, the following are reviewed:

1. All materials in the faculty member’s WPAF
2. Department level evaluation
3. Any response/rebuttal by faculty member to Department level evaluation

Completion of Evaluation Process

Following review, the Dean must provide the faculty member with a copy of the completed evaluation. The faculty member may then respond to and/or rebut the evaluation. After ten days, the Dean forwards the completed evaluation, ASA, and any response/rebuttal by the faculty member to the Department and the faculty member. Copies of the documents are also provided to UP-FA for PAF placement.

DEADLINES

EVENT	DATE DUE (BY 5:00 P.M.)
Materials Submitted to Colleges by UP-FA (Colleges Provide Information to Departments/Faculty Members)	November 16, 2018
Required Document Submission by Faculty	January 30, 2019
Department Level Evaluation Completed	February 18, 2019
Faculty Member Response/Rebuttal (if any) Due to Department	February 28, 2019
Materials Submitted to Dean	March 1, 2019
Dean’s Review Completed	March 19, 2019
Faculty Member Response/Rebuttal (if any) Due to Dean	March 29, 2019
Evaluations Must Be Completed	April 2, 2019
Evaluation Documents (ASA, Completed Evaluation, Responses/Rebuttals) Submitted to Faculty; Department; and UP-FA	April 5, 2019

APPOINTMENTS

Decisions to re-appoint temporary faculty members who have re-applied for positions in a department must be based on the careful consideration of their evaluations and applications. If a temporary faculty employee applies for a subsequent appointment and does not receive one, the faculty member’s right to file a grievance is limited to allegations of a failure to give careful consideration. PAFs will be available for careful consideration review by Chairs in UP-FA (ADM 218) as of April 15, 2019.

No appointment will be approved by UP-FA unless the annual evaluation has been received by UP-FA. Temporary faculty members who receive “Unsatisfactory” on their evaluations will not be re-appointed.