The annual periodic evaluation of temporary faculty in AY 2019-2020 will be conducted during Spring Semester 2020 and shall cover the preceding calendar year (spring and fall, 2019). It is important that lecturers (temporary faculty members) receive complete and detailed evaluations, regardless of their reappointment status or the work they perform (teaching, supervision, etc.) The evaluator’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 IS EVALUATED DURING ANNUAL EVALUATIONS?**

1. All full-time (1.0 FTEF) and part-time (less than 1.0 FTEF) lecturers 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 three-year appointment term, but as a best practice, may be evaluated more frequently. At minimum, an annual evaluation should occur in the second year of the 3 years

Although not required, a lecturer who has been appointed for only one semester or less in 2019 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 2019 and is appointed in Spring Semester 2020, 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. The faculty member’s Annual Summary of Achievements (ASA form);
2. All available standardized student data (SOTE/SOLATEs) during the evaluation period; and
3. Direct observation(s) conducted during the evaluation period that review(s) the teaching or performance of the lecturer’s assignment and include(s) review of course materials.

Once collected, 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 lecturer being evaluated must be given to them before the first level of review begins.

**EVALUATION PROCESS**

**Department Level**

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

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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 determines whether the Department evaluation will be completed by the Chair alone or by the department’s personnel or other committee comprised of tenured faculty elected by the probationary and tenured faculty in the department.

In department level evaluations, all materials in the faculty member’s WPAF are considered. A written statement is produced and shared with the faculty member.

Within ten calendar days of the department level evaluation, a faculty member may submit a response/rebuttal to the Department’s evaluation(s). After ten days, the WPAF, Department level evaluation(s), and any response/rebuttal shall be forwarded to the Dean’s office for review.

**College Level**

All lecturers are evaluated by the appropriate administrator (the dean or designated administrator). In **college level evaluations**, the following are reviewed:

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

Following review, the college must provide the faculty member and department with a copy of the completed evaluation. Within ten calendar days the faculty member may then respond to and/or rebut the evaluation. After ten days, the college forwards the WPAF, including completed evaluations and response/rebuttals (if any) in electronic format to UP - FA for placement in the faculty member’s PAF.

**CALENDAR**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE DUE (BY 5:00 PM)</th>
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</thead>
<tbody>
<tr>
<td>UP-FA Distributes Evaluation Materials; Colleges Distribute to Departments and Faculty</td>
<td>Friday, November 15, 2019</td>
</tr>
<tr>
<td>Required ASA and Other Documents Submitted by Faculty</td>
<td>Friday, January 31, 2020</td>
</tr>
<tr>
<td>Department Level (Chair and/or Committee) Evaluation(s) Completed</td>
<td>Tuesday, February 18, 2020</td>
</tr>
<tr>
<td>Faculty Member Optional Response/Rebuttal Due to Department</td>
<td>Friday, February 28, 2020</td>
</tr>
<tr>
<td>Chair Forwards All Materials to College</td>
<td>Monday, March 2, 2020</td>
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<tr>
<td>College Level Review Completed</td>
<td>Friday, March 20, 2020</td>
</tr>
<tr>
<td>Faculty Member Optional Response/Rebuttal Due to College</td>
<td>Monday, March 30, 2020</td>
</tr>
<tr>
<td>All Documents—ASA, Completed Evaluations, Response/Rebuttals (if any)—Submitted to UP-FA, With Copies Sent to Departments and Faculty</td>
<td>Wednesday, April 1, 2020</td>
</tr>
</tbody>
</table>

**APPOINTMENTS FOR AY 2020-2021**

Decisions to re-appoint lecturers 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 shall be available for careful consideration review by Chairs in UP-FA (ADM 218) starting April 13, 2020. Chairs may not elect to withhold reappointment without prior review of the faculty member’s PAF.

No appointment will be approved by UP-FA unless the lecturer’s annual evaluation has been received by UP-FA. Lecturers not submitting an ASA may be rated as “Unsatisfactory.” Lecturers who receive “Unsatisfactory” in their evaluation cannot be re-appointed.