

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**S10-7, Policy Recommendation, Appointment and Evaluation
Policy for Temporary Faculty**

Legislative History: Replaces F99-6

At its meeting of May 3, 2010, the Academic Senate approved the following policy recommendation presented by Senator Backer for the Professional Standards Committee.

**Action by University President: Approved by President
Jon Whitmore**

Date: May 28, 2010

**POLICY RECOMMENDATION
APPOINTMENT AND EVALUATION POLICY FOR
TEMPORARY FACULTY**

Replaces: F99-6

Resolved: that the attached policy be implemented; and be it further

Resolved: that F 99-6 be rescinded

Approved: 11/2/09

Vote: 9-0-0

Present: Pat Backer (chair), Joan Merdinger, Herb Silber, Michael Kimbarow,
Wendy Ng, William Jiang, Mark Correia, Kell Fujimoto, Byron Pulu

Excused: Buddy Butler

FINANCIAL IMPACT: This policy does not have any direct financial impact.

WORKLOAD: This policy has the potential to reduce the workload of Department Chairs and other faculty involved in the evaluation of temporary faculty.

RATIONALE:

F99-6 is not aligned with the terms of the current CFA contract and needs to be amended to assure compliance. Also, the policy needs to be more specific with regard to processes that are not clearly delineated in the CFA contract. The following changes were made in this policy.

- The present policy was amended to refer directly to the CFA contract for definitions including faculty rank, SSIs, and length of appointment.
- The current CFA contract established that denial of a range elevation is subject to a peer review process; the Peer Panel's decision is final. This was changed in the current policy.
- This policy amends the evaluation process for full-time and part-time temporary faculty holding three (3) year appointments. Under this revised policy, full-time and part-time temporary faculty holding three (3) year appointments will normally be evaluated once during the term of their appointment but may be evaluated more frequently upon the request of either the employee or the President or his/her designee. This aligns this policy with the current CFA agreement.
- This policy requires that all full-time and part-time temporary faculty submit an "Annual Summary of Achievements" form.
- This policy extends the department evaluation cycle for temporary faculty.
- This policy clarifies the confidentiality of the review process.

APPOINTMENT AND EVALUATION POLICY FOR TEMPORARY FACULTY

Temporary faculty should be provided with a weblink to this policy.

I. Preamble

A. Purpose

This policy covers the procedures for appointment, reappointment, and evaluation (including range elevation) of Unit 3 faculty members serving in a temporary appointment (full-time or part-time). This policy also specifies and defines appropriate titles to be assigned to temporary faculty. The procedures provided in this policy are based on the terms of the Agreement between the current California State University (CSU) and the California Faculty Association (CFA).

B. Additional Guidance¹

1. Agreement: For information on appointment terms, salary schedules, benefits, workload, and other working condition matters, the Agreement between the CSU and the CFA should be reviewed.
2. Equal Employment Opportunity: No individual shall be denied consideration in any of the conditions of employment because of race, ethnicity, religion, national origin, gender, sexual orientation, age, disability, medical condition or covered veteran's status.
3. Evaluation: SJSU's policies on evaluation of teaching and use of SOTEs are to be followed in carrying out the procedures described in this policy.
4. SSIs: Guidance on eligibility and awarding of Service Salary Increases (SSIs) can be found in the current CSU/CFA Agreement.
5. Professional Responsibilities: The University Policy, S99-8, "Academic Freedom and Professional Responsibility," should be reviewed for guidance on faculty responsibilities to the university and the rules on conflicts of interest.
6. Voting Rights: Departmental voting rights for temporary faculty members are covered by the Agreement, and University Policies F02-4, "Departmental Voting Rights," and F07-4, "Definition of Majority Vote Regarding Selection and Review of Department Chairs."
7. Faculty Handbook: A copy of the *Lecturer Reference Guide, San José State University* provides helpful information on SJSU resources of interest to faculty

¹ University policies noted in this policy can be found on the SJSU Senate web page (www.sjsu.edu/senate/). The Agreement can be found on the CFA web page (www.calfac.org). If further assistance is needed in finding relevant guidance, faculty members should contact their Department Chair or Dean, or the Office of Faculty Affairs, or the California Faculty Association.

and students. A copy may be obtained from the Department Chair (or equivalent person for the unit) or the Office of Faculty Affairs.

8. **Work Assignment:** Temporary faculty are strongly encouraged to seek guidance from their Chair (or equivalent person for their unit) for clarification of items covered by this policy, as well as other University policies and department practices with respect to grading, testing, textbooks, office hours, curriculum goals, disability accommodations, academic integrity, etc. Department Chairs (and equivalent persons for their unit) are strongly encouraged to schedule a meeting with temporary faculty each semester and/or make available to them a written summary of department operations.
9. **Confidentiality:** All deliberations in the evaluation process are to be confidential. Recommendations are to be kept confidential except that the reviewee, appropriate administrators, the President or his/her designee, the Chair/director and peer review committee members are to have access to written recommendations.

C. Authorization of Temporary Appointments

Temporary appointments are designed to meet a variety of instructional needs within the University. These needs may include to enrich the curriculum, to provide instruction in specialized areas not otherwise available to the University, to provide flexibility in staffing to meet unanticipated student demand or shifts in enrollment, or to replace regular faculty members on leave or on temporary assignments elsewhere.

D. Temporary as Distinct from Probationary

All types of temporary appointments are distinct from probationary (tenure-track) appointments and do not guarantee or imply the right to tenure or the eventuality of a tenure-track appointment.

Eligible persons initially appointed to temporary positions may apply for a probationary appointment if available.

II. Terminology

- A. Per the Agreement and past practices at SJSU, the following terminology should be used in letters of appointment and other documents describing temporary faculty employed at SJSU.

In contrast to the designation of professor (including assistant professor and associate professor), which by tradition is reserved for people selected to tenure track positions or awarded an honorary professorial title, the designation of temporary faculty members is frequently established by contract and by campus usage. The term "adjunct faculty" is not restricted to volunteer faculty members, but may be used synonymously with temporary faculty. However, the term "adjunct professor" is restricted as described in 8.a. below.

1. **Lecturer**—Describes all part-time and full-time temporary instructional faculty.

2. Temporary Faculty with Assignments in Athletics, Library and Student Services Professional Academic-Related (SSP-AR)—Employees in these areas will have designations appropriate to their field. These employees are covered by the provisions of this policy on temporary faculty.
3. Visiting Faculty—A full-time temporary instructional faculty member for up to one academic year. Individuals appointed to this classification shall not be eligible for a subsequent appointment for the duration of the 2007-2010 Agreement (see Article 12.34).
4. Visiting Lecturer – A part-time or full-time temporary instructional faculty member who is not a professor at any other institution, who will be at SJSU for just one or two semesters, and does not plan to request subsequent appointment.
5. Visiting Professor—A part-time or full-time temporary instructional faculty member who has achieved the title of professor at another institution, will be at SJSU for just one or two semesters, and does not plan to request subsequent appointment.
6. Distinguished Visiting Lecturer or Distinguished Visiting Professor—A person described in (4) or (5) above for whom the appropriate college Dean has received approval for use of this title from the Provost after submitting a request that describes the person's qualifications and contributions that warrant this title.
7. Visiting Scholar – A full-time or part-time lecturer hired or volunteering for academic work other than teaching and without the expectation of seeking subsequent appointment shall generally be referred to as a *visiting scholar*. Such designation shall be granted by the Dean of the appropriate college. The term *distinguished visiting scholar* may only be used when the appropriate college dean has received approval from the Provost after submitting a request that describes the person's qualifications and contributions that warrant the title.
8. Volunteer Employees:
 - a. Adjunct Professor—Under CSU guidelines, this title designates a "volunteer employee" who has demonstrated scholarly, creative, or professional achievement and who has a continuing relationship with at least one department at SJSU through lecturing, supervision of students, directing of research, or advising on academic matters.

Normally, the level of achievement demonstrated shall be comparable to standards required for appointment to the rank of associate or full professor, and the responsibilities assumed shall represent some or all of those normally performed by faculty. Exceptions may be made if an individual possesses specific skills or expertise of value to a given department that may not be reflected in a typical appointment process.

When a department wishes to request the status of "adjunct associate or professor" for an individual, the Chair (or equivalent person for the unit) shall forward the request, with a description of the person's qualifications and contributions, to the Dean for review. The Dean's recommendation and that of the department shall then be submitted to the Provost, who, upon determining that the appropriate level of professional distinction has been demonstrated,

and that actual and potential contributions to the University warrant special recognition, shall formally issue appointment to the status of "adjunct associate or professor" for a maximum of three years.

- b. Other—A volunteer instructional employee who is not designated as an adjunct professor, shall be designated as a lecturer, visiting lecturer, or visiting assistant, associate or professor, within the guidelines stated above.

III. Initial and Subsequent Appointments

A. Appointment Letters and Timing

Offers of appointment are to be made in writing by the Dean, the Associate Vice President for Faculty Affairs, the Provost, or the President. Oral offers or offers made by persons other than those listed in the previous sentence are neither valid nor binding upon the University. Official notification of appointment should include the start and termination date of the appointment, classification, timebase, rank when appropriate, employee status, assigned department or equivalent unit, and other conditions of employment. The notification shall also state that the appointment automatically expires at the end of the stated period and does not establish an entitlement or any special consideration for subsequent appointments or any further appointment rights.

Generally, temporary appointments (both full- and part-time) should be made sufficiently in advance of the beginning of instruction to allow adequate time for course preparation and the acquisition of appropriate texts and instructional materials.

B. Nature of Part-Time Work Assignments

Normally, part-time temporary appointments are made for teaching assignments only. Part-time faculty shall be paid on a pro rata basis if they are assigned duties such as, committee assignments or general advising, in addition to those normally associated with course instruction. Part-time temporary faculty are generally welcome to attend department and college meetings and attend campus forums and workshops on a volunteer basis.

C. Salary

1. In general: The placement of an appointee on the salary schedule is a function of an individual's qualifications and not whether the appointment is on a full-time or part-time basis.

Appointment of a temporary employee in consecutive academic years to a similar assignment in the same department or equivalent unit shall require the same or higher salary placement as in the prior appointment.

A temporary employee with assignments in more than one more department may have different salary placements in each department.

2. Range: The salary schedule for lecturers includes five ranges—LL, LA, LB, LC, and LD. For guidelines on these ranges, see Section V, Range Elevation.

D. Length of Appointment

All appointments of temporary faculty members must be consistent with Article 12 of the current CFA-CSU Agreement.

E. Careful Consideration

Careful consideration: Every department or equivalent unit is to maintain a list of temporary employees who have been evaluated by the department. If the employee applies for a position in that department or equivalent unit or for the applicant pool for that department or equivalent unit, the faculty unit employee's previous periodic evaluations and application shall receive careful consideration.

IV. Evaluation

A. Timing of Notification of Criteria and Procedures

Within 14 days after the start of the semester, Department Chairs (or equivalent persons for their unit) are to provide temporary faculty unit employees with written notification of the evaluation criteria and procedures in effect at the time of their appointment. Employees are to be advised of any changes to evaluation criteria and procedures prior to the commencement of the evaluation period.

B. Process

1. Purpose: The performance of temporary faculty should be carefully evaluated in order to provide students with the best instruction possible, and to assist in the careful consideration of temporary faculty for any future temporary or probationary positions for which they may be candidates.
2. Multiple Assignments: Temporary faculty are to be evaluated separately within each department for which they have an assignment.
3. The Working Personnel Action File shall be defined as that file specifically generated for use in a given evaluation cycle. That file shall include all required forms and documents, all information specifically provided by the employee being evaluated, and information provided by faculty unit employees, students, and academic administrators. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted.
4. Periodic Evaluation: The Agreement calls for periodic evaluation of temporary faculty which results in written statements to be placed in the employee's Personnel Action File. The specifics of the periodic evaluation are explained below.
 - a. Full-time temporary faculty.
 1. Full-time temporary faculty (1.0) appointed within a single department for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the criteria appropriate to that assignment.

2. Full-time temporary faculty holding three (3) year appointments pursuant to Article 12 of the CFA-CSU Agreement, shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President or his/her designee.
3. For all full-time temporary faculty, at a minimum, a department committee of tenured faculty shall consider: a) in accordance with university policy on student opinions of teaching effectiveness, all available standardized student data, b) peer review of teaching or performance in other academic assignment including review of course materials, and c) information provided by the faculty member on an "Annual Summary of Achievements" form, which must be submitted to the Department Chair (or equivalent person for the unit) by March 1. The Department Chair may make a separate recommendation as part of the evaluation process. During the period of review, additional documentation provided by the faculty member or gathered by the department committee or Chair shall be considered an extension of the Working Personnel Action File. Copies of material not provided by the faculty member and not previously a part of the Working Personnel Action File must be given to the faculty member before the review is done.

The employee's documentation and the evaluations of the committee and Chair (if a separate evaluation was performed) shall be forwarded to the Dean. Following his/her review, the Dean shall forward copies of the completed evaluation and Summary of Achievements to the official Personnel Action File and to the faculty member and the department. Normally documentation will be returned to the department or faculty member, as appropriate.

The evaluation process must be completed by April 1. Careful consideration of evaluations is required before appointments may be made (addenda or revisions may be submitted later if necessary).

b. Part-time temporary faculty:

1. Part-time temporary faculty (less than 1.0) appointed for two or more semesters, regardless of a break in service, shall be evaluated annually in terms of their particular assignment and the criteria appropriate to that assignment.
2. Part-time temporary faculty holding three (3) year appointments pursuant to Article 12 of the CFA-CSU Agreement, shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President or his/her designee.
3. Part-time temporary faculty appointed for one semester or less shall be evaluated at the discretion of the Department Chair, appropriate administrator, or the department. In addition, the employee may request that an evaluation be performed.

4. For all part-time faculty, at a minimum, the Department Chair, alone or with the assistance of other tenured faculty in the department, shall consider: a) in accordance with university policy on student opinions of teaching effectiveness, all available standardized student data, b) peer review of teaching or performance in other academic assignment including review of course materials, and c) information provided by the faculty member on an "Annual Summary of Achievements" form, which must be submitted to the Department Chair (or equivalent person for the unit) by March 1. Each department may decide whether evaluation of part-time temporary faculty will be completed by the Chair alone, the personnel committee, or another committee of full-time tenured faculty. During the period of review, additional documentation provided by the faculty member or gathered by the department committee or Chair shall be considered an extension of the Working Personnel Action File. Copies of material not provided by the faculty member and not previously a part of the Working Personnel Action File must be given to the faculty member before the review is done.

The employee's documentation and the evaluations of the committee and Chair (if a separate evaluation was performed) shall be forwarded to the Dean. Following his/her review, the Dean shall forward copies of the completed evaluation and Summary of Achievements to the official Personnel Action File and to the faculty member and the department. Normally documentation will be returned to the department or faculty member, as appropriate.

The evaluation process must be completed by April 15. Careful consideration of evaluations is required before appointments may be made (addenda or revisions may be submitted later if necessary).

- c. Coaching Faculty: In addition to the above guidelines for full-time and part-time temporary faculty, evaluations of Coaching Faculty Unit Employees shall include an opportunity for peer input and evaluation by appropriate administrators.
 - d. Volunteer and Visiting Temporary Faculty: Volunteer and visiting temporary faculty with an appointment of one academic year or less need only be evaluated if the appropriate Chair or the employee requests such evaluation.
5. Rebuttal: At all levels of review and before recommendations are forwarded to the next level of review, the employee shall be given a copy of the recommendation and may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten days of receiving it. A copy of any response or rebuttal statement is to accompany the Working Personnel Action File and be sent to all previous levels of review.

V. Range Elevation

A. Definition and Principles

1. Definition: Range elevation refers to movement on the salary schedule for lecturers to the next range (LA, LB, LC, or LD).

2. Eligibility: Lecturers who have no more SSI (Service Salary Increase) eligibility in their current range and who have served five years in their current range are eligible for range elevation. Accumulated teaching experience alone is not an eligibility factor for range elevation.
3. Advancement versus Meritorious Performance: Range elevation represents a form of advancement—that is, moving from one classification to another. An eligible lecturer must show evidence that he or she has reached a level of performance consistent with the requirements for appointment at the next higher range. Thus, more than continued satisfactory or excellent performance at one's current classification is necessary for range elevation.
4. Criteria: Criteria for range elevation shall be appropriate to lecturer work assignments.
5. No Impact on Temporary Status of the Appointment: Range elevation does not imply any guarantee of future employment nor does it affect the conditional nature of the temporary appointment.

B. Overview to Ranges

The following explanations of each range (LL, LA, LB, LC, and LD) are meant to be general. The official listing of appropriate terminal degrees shall be established by the President after consultation with the departments, college deans, and the Provost; and the listing may be amended after similar consultation.

1. LL: This range is generally used for a position where a traditional academic degree is not typically the norm.
2. LA: This range is an entry-level lecturer rank. A candidate for this range would typically possess at least a master's degree.
3. LB: This range is for a person with a terminal degree or specialized professional expertise or experience.
4. LC: This is an advanced range. A candidate for this range would have the appropriate terminal degree or specialized professional expertise or experience, teaching experience, and an assignment that generally includes advanced upper division and/or graduate courses.
5. LD: This advanced range would be for a candidate that has the equivalent degree, experience, and expertise of a senior academic scholar and teacher.

C. Process

1. At the beginning of each academic year, the Office of Faculty Affairs will establish a timeline for applications for range elevation and provide this information to Chairs and Deans who will make it available to lecturers who are eligible. Failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation.
Temporary faculty who are eligible for range elevation in more than one department or unit must apply separately in each department or unit in which they are eligible.

2. Application Process: Temporary faculty seeking range elevation must submit their application form with the appropriate documentation to their Department Chair (or equivalent person for their unit).
3. Documentation: Material supporting a lecturer's request for range elevation should include:
 - i. Copies of all periodic evaluations, including SOTEs received during all years of the assignment and periodic peer reviews, if available.
 - ii. A current vitae.
 - iii. Description and Evidence of Professional Growth and Development. This section should include a narrative and should present evidence, and examples, of professional growth and development and an explanation as to why range elevation is warranted. To be recommended for range elevation, a lecturer must demonstrate professional growth and development appropriate to the lecturer's work assignment and the mission of the university during the period between the date of initial appointment or, where applicable, the date of the last range elevation and the time of the current request. This is the only review period in which candidates' professional achievements shall be evaluated.

Appendix A lists examples of activities that may be used to demonstrate appropriate professional growth and development.
 - v. A comprehensive index of all materials shall be prepared by the faculty member and submitted with the range elevation materials.
4. Review Process—Department or Equivalent Unit: The lecturer's application and documentation requesting range elevation shall be evaluated by the personnel (RTP) committee within the department or equivalent unit. The Chair may provide a separate review if he or she did not serve on the RTP committee. The committee shall write an evaluation and make a recommendation in memo format to the Dean. The Chair, if performing a separate review, shall do the same. The recommendations will be forwarded to the candidate and the Dean at the same time and the applicant will have a ten-day period to submit a written rebuttal to the Dean, if desired.
5. Review Process—Dean: The Dean will review the recommendations of the department and make a recommendation. A copy of the recommendation will be sent to the candidate who will have ten days to respond in writing. The recommendations and candidate responses (if any) will then be forwarded to the Office of Faculty Affairs for final review and action.
6. Role of Provost as the designee of the President: The result of the reviews by the department and Dean is to make a recommendation to the Provost who shall make the final decision with respect to the request for range elevation.
7. Effective date of range elevation: Range elevation is effective with the temporary employee's next appointment, unless he or she is in the middle of a three year appointment, in which case it will be effective beginning with the next semester.
8. Peer Review Process: Denial of a range elevation is subject to a peer review process. The Office of Faculty Affairs shall establish a panel consisting of all full-

time tenured faculty (not including faculty in the FERP program) who have served on committees in the preceding academic year that made recommendations on matters of retention, tenure and promotion who have attained the rank of full professor or equivalent. The Office of Faculty Affairs, in conjunction with a representative from CFA, shall select at random from the panel three (3) members and one (1) alternate for service on the Peer Review Committee in conjunction with a representative from the CFA. No faculty member may serve on the Peer Review Committee if he/she has been directly involved with or a party to matters related to a complaint submitted by the temporary faculty member for peer review. Relevant dates and steps in the peer review process are explained below.

- i. A temporary faculty member who wishes to request peer review for denial of range elevation shall request peer review no later than 21 days after the receipt of the denial.
- ii. No later than 30 days after its selection, the Peer Review Committee shall notify the candidate and Provost of its findings and decision. The Peer Review Committee shall forward to the Provost all written materials it considered. The decision of the Peer Review Committee shall be final and binding.

D. Range Elevation Amount

Range elevation for lecturers shall be accompanied by advancement of at least 5%.

In their reviews, if the department and/or Dean recommend an increase greater than 5%, the reasons shall be stated in the recommendation sent to the Provost. The decision to award a range elevation greater than 5% is at the final discretion of the Provost.

History

This policy replaces F99-6, Appointment and Evaluation Policy for Temporary Faculty.

Appendix A. Examples of Professional Growth and Development

This section² lists examples of activities that may be used to demonstrate and document appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by Lecturers in a wide range of disciplines. In all cases quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, and no weighting shall be inferred from the order.

- activities enhancing the effective teaching of the discipline
- advising and mentoring student associations
- collaborative research and creative activity involving the campus and the community
- collaborative teaching
- contributions to improving the campus climate: the promotion of mutual respect and acceptance of diversity in all its forms
- creative activities in support of effective teaching
- curriculum and program development
- development of instructional materials
- development of standards and/or outcomes assessment
- editing of publications
- external fundraising and resource development related to the mission of the university
- grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University
- increased mastery of the discipline evidenced by additional relevant education or an additional degree
- involvement of students in the research and creative processes
- leadership and participation in service activities of professional associations
- leadership and special contributions to the basic instructional mission of the university
- leadership in faculty governance and campus life at the department, college, university, or CSU system level
- maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require advanced professional attention
- mentoring of colleagues
- organizing events and activities for the sharing of ideas and knowledge
- participation at professional meetings and conferences
- presentations at conferences
- professional contributions to the community, including professional efforts which bring the community and the campus together
- program advising

² List adapted from 08-15, RANGE ELEVATION FOR LECTURERS, CSU-Long Beach Academic Senate

- publications, exhibitions, and/or performances that advance knowledge
- recruitment and retention of students
- research and/or creative activity in discipline related pedagogy
- research and/or creative activity in the discipline
- thesis research and supervision