

S88-4 APPOINTMENT AND EVALUATION POLICY FOR TEMPORARY TEACHING FACULTY Replaced by **F99-6**

Legislative History:

Document dated April 11, 1988.

At its meeting of March 14, 1988, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

Replaced by F99-6

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved and accepted as University Policy, with the stipulation that dates in the section on evaluation of full-time temporary faculty (E.I., p.3) will be extended by one month (from March 15 to April 15, from April 15 to May 15) for Spring 1988 only. Effective immediately." Signed: Gail Fullerton, April 11, 1988.

APPOINTMENT AND EVALUATION POLICY FOR TEMPORARY TEACHING FACULTY

S 88-4

This policy supersedes previous university policy or practice concerning full-time and part-time temporary appointment of teaching faculty. All temporary appointments must be made in accordance with relevant provisions of the agreement between the California State University and the California Faculty Association, and the University Affirmative Action Policy. The Academic Vice President may waive normal search requirements for distinguished visiting professors at the request of a department committee and the school dean.

It should be clearly understood that 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.

A. Full-time Temporary Appointments

Full-time temporary appointments within a single department should not be used as a substitute for probationary appointments.

1. There are two types of full-time temporary appointments:
 - a. Appointments for visiting professors to replace faculty members on leave, or to provide instruction while a search continues for a person to fill a probationary position. Normally, such appointments are available only for a semester or a year.
 - b. Appointments designed to meet the instructional needs of departments when circumstances in the department, school, or University make it unwise to establish at that time a probationary position, but in which a full-time appointment is desirable. Normally, such appointments are available for no more than three years.

All such appointments must be reviewed annually; renewal for a second or third year shall be contingent upon the availability of work and satisfactory performance.

National affirmative action searches need not be conducted for appointments extended through three years. In those cases in which positions are to be maintained as temporary beyond three years, new national affirmative action searches are required. It is the policy of the University to identify and seek to convert positions filled by temporary faculty which could, consistent with sound academic planning, be filled by tenure-track faculty.

2. Persons initially appointed to temporary positions may apply for probationary appointment, in accordance with the University Affirmative Action Policy, if a probationary position is available. Persons appointed to probationary positions may be granted one or two years of credit toward tenure for previous service.

B. Part-time Temporary Appointments

1. Part-time temporary appointments are designed to meet a variety of instructional needs within the University. Some of these, for example, may be 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 faculty members on leave or on temporary assignments elsewhere.

2. Part-time appointments may be renewed indefinitely. A new affirmative action search

need not be conducted each time a part-time appointment is to be renewed, but persons receiving successive part-time appointments must be evaluated in comparison with candidates recruited through an appropriate affirmative action search at least once every two years. Appointments at the end of a two-year period, as well as new appointments, must be made in accordance with the University Affirmative Action Policy for the recruitment of part-time, temporary faculty.

3. Normally, part-time appointments are made for teaching assignments only. Part-time faculty shall be paid on a pro rata basis if they are assigned duties --e.g., committee assignments, general advising-- in addition to those normally associated with course instruction.

C. Conditions of Appointment

1. After consultation with departments and school deans, appropriate terminal degrees for temporary appointments shall be stipulated by the Academic Vice President.

2. The placement of an appointee on the salary schedule is a function of an individual's qualifications, not whether the appointment is on a full- or part-time basis. Appointment to lecturer classifications shall be in accordance with standards in "Appointment, Retention, Tenure and Promotion Standards and Procedures for Regular Academic Employees." Appointment to advanced lecturer classifications requires that applicants shall show evidence of the accomplishments normally expected of regular faculty appointed to advanced rank.

3. Offers of appointment are to be made in writing by the school dean, the Associate Academic Vice President for Faculty Affairs, the Academic Vice President, 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.

D. Timing and Term of Temporary Appointments

Prior to appointment, candidates should be informed in writing of the nature, term and conditions of their appointment, and of the criteria, standards, and procedures for evaluation. 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.

E. Evaluation of Temporary Faculty

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.

1. Full-time temporary faculty appointed within a single department for two or more semesters, regardless of a break in service, shall be evaluated according to the criteria established for evaluating regular faculty (effectiveness in academic assignment and scholarly or artistic or professional achievement). At a minimum, a department committee of tenured faculty and the department chair shall consider student evaluations done in conformity with university policy* and information provided by the faculty member on an "Annual Summary of Achievements" form, which must be submitted to the department chair by March 15. Additional documentation provided by the faculty member or gathered by the department committee or chair (e.g., material collected for review in accordance with UP S 79-9, "Guidelines for Evaluation of Instruction by Departments") shall be considered, during the period of review, an extension of the Personnel Action File. Copies of material not provided by the faculty member and not previously a part of the Personnel Action File must be given to the faculty member before the review is done.

The committee's (and, if appropriate, chair's) evaluations and the documentation shall be forwarded to the school 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 should 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).

2. Part-time temporary faculty appointed 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. At a minimum, the department chair, alone or with the assistance of other tenured faculty in the department, shall review student evaluations done in conformity with university policy and, if provided by the part-time faculty member, a Summary of Achievements form. He or she may also consider other materials related to teaching performance or preparation, subject to the requirement for notification specified above in D.

The chair shall forward copies of the evaluation and documentation to the school dean, who shall in turn forward copies of the completed review 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 should be completed by May 15. Careful consideration of evaluations is required before appointments may be made (addenda or revisions may be submitted later if necessary).

*For this purpose, student evaluations must be done in courses taught fall semester.