

INSTRUCTIONS FOR ANNUAL EVALUATION OF TEMPORARY FACULTY

The annual evaluation of temporary faculty will be conducted during Spring Semester 2017 and covers the preceding calendar year (2016). It is important that temporary faculty members receive complete and detailed evaluations, regardless of their reappointment status. 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.

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 a three (3) year appointment must be evaluated at least once during their appointment term and may be evaluated more frequently. At minimum, an annual evaluation should occur in the second year of the appointment. However, annual evaluations are useful in fully assessing a faculty member throughout the term of a three-year appointment and are recommended.

Although not required, a temporary faculty member who has taught 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.

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 s/he wishes to be considered, as well as materials required by campus policy, and for the submission of such materials as may be accessible to him/her." 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 academic 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 at least five (5) days before the review is completed.

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.

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.

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.

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 Office of Faculty Affairs (OFA) for PAF placement.

DEADLINES

Below are deadlines for events in the evaluation process for temporary faculty members:

	PART-TIME TEMPORARY FACULTY	FULL-TIME TEMPORARY FACULTY
Required Document Submission by Faculty	January 27, 2017	January 27, 2017
Department Level Evaluation Completed	February 10, 2017	February 17, 2017
Faculty Member Response/Rebuttal	Within Ten Days of Department Level Evaluation	Within Ten Days of Department Level Evaluation
Materials Submitted to Dean	February 21, 2017	February 28, 2017
Dean’s Review Completed	March 6, 2017	March 13, 2017
Faculty Member Response/Rebuttal	Within Ten Days of Department Level Evaluation	Within Ten Days of Department Level Evaluation
Evaluations Must Be Completed	March 17, 2017	March 24, 2017
Evaluation Documents (ASA, Completed Evaluation, Responses/Rebuttals) Submitted to Faculty; Department; and OFA	April 3, 2017	April 3, 2017

APPOINTMENTS

Any decision to reappoint or not reappoint a temporary faculty member must be based on the careful consideration of their PAF as well as the 2016 Annual Evaluation. PAFs will be available for review by Chairs in OFA (ADM 218) from November 21, 2016 through January 20, 2017. No offers of appointment should be made before a review of the PAF and the completion of the annual evaluation. No appointment will be approved by OFA until the PAF has been reviewed and the annual evaluation is received by OFA. Temporary faculty members who receive “Unsatisfactory” on their evaluations should not be re-appointed.