

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

**Department of Music**  
**Policy on the Appointment and Evaluation of Temporary Faculty**  
**Revised/approved by faculty May 26, 2022**

The following policy reflects the Music Department's conviction that teaching is the most important function of the temporary faculty member and that it must be weighted most heavily. Other factors, such as scholarly and creative activities, and professional development are considered important when they enable a temporary faculty member to keep current in their field of expertise. Any conflicts in policy are superseded by the Collective Bargaining Agreement.

A. Appointment Criteria

1. For General Education classes and most academic Music Major courses: Master's Degree required; Doctorate preferred. Prior college teaching experience in music is desirable.
2. For Studio, most Music Industry courses, or some Performance Ensembles: Baccalaureate strongly suggested; Master's or Doctorate preferred. Special expertise/experience are required.

B. Periodic Review Requirements

1. A Temporary Faculty Evaluation Committee (TFEC) consisting of at least three tenured faculty members and will be elected before fall semester. The TFEC may include all full time/tenure track faculty, including the department chair (committee of the whole). Members of the DRTPC are eligible to serve on this committee. The TFEC will select its own chair.
2. Temporary faculty must have student evaluations administered each semester for all classes they teach, including studio lessons. The faculty member is expected to demonstrate teaching effectiveness as measured by achieving a score that is at or above the department mean.
3. Temporary faculty who teach more than 3 WTUs per review cycle must have a peer review completed by a tenure-track faculty member using the official department form. Additional reviews of performances may be included using a simple memo form.
4. The Temporary Faculty Evaluation Committee chair or designee will assign tenure-track faculty members to conduct peer reviews for all temporary faculty members whose WTU assignments are 3 WTUs or more per year. Most of these will be scheduled in the spring semester. Exceptions may be made for those who may only teach in fall semesters or for new hires in the fall semester. It is the responsibility of the temporary faculty member to conduct student evaluations in each of their classes and to assure that all evaluations and reviews are submitted to the department by the established deadlines. Failure to follow the established policies may result in a negative review and may affect future hiring decisions.

5. The period of the annual review begins each fall semester and ends at the close of the following spring semester (academic year –Sept.-June). Deadline for submission of materials is the eighth Friday of Spring semester. Materials must be submitted to the Temporary Faculty Evaluation Committee (TFEC) through the Department Administrative Support Coordinator. The review of temporary faculty will be conducted in Spring semester by the committee and the department chair.

Timeline – All events take place during Spring Semester

- Eighth Friday of Spring Semester – Evaluation packages (see below) due to Administrative Support Coordinator in Music Office
- Weeks 9-10 – TFEC and Department Chair review packages
- Week 10—Faculty member is notified if additional information is needed for the review, which will be submitted by Friday of week 11
- Week 12 – Committee’s recommendation and review due
- to temporary faculty member, who has 10 working days to consider it
- Week 14 – Faculty members signs the evaluation form and submits with response (if any) to TFEC chair.
- Friday of 15th Week – Evaluations due in the Dean’s office.

6. Each temporary faculty member must submit a package to the Temporary Faculty Evaluation Committee which will include the following:

One-page self-evaluation for the review period, discussing:

- Teaching performance
  - Student evaluations
  - Peer evaluations – if required – using the approved department Peer Evaluation form
  - Professional development and/or scholarly and creative activities related to maintaining currency in one’s teaching assignment or content area
  - The computer summary sheet of student evaluations for each class evaluated, accompanied by a list of every class taught (and a copy of the questions to which students responded for evaluations).
  - Sample course materials such as syllabi, handouts, exams, etc.
7. The committee will conduct an evaluation of all the above materials and write a recommendation based on that evaluation.

8. The lecturer will be given a copy of the evaluations and will have 10 days to respond in writing. A copy of any response must accompany the evaluation to the next level and eventually to the Personnel Action File (PAF).

9. Full-time lecturers and lecturers who may be eligible for initial and subsequent 3-year appointments will be evaluated by the Dean as well as the department evaluation committee-