

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE  
REPORT TO  
THE ACADEMIC SENATE  
FA-001-190

Review of Policy 1336, Periodic Evaluation of Temporary Faculty

Faculty Affairs Committee

Date: 09/11/2019

Executive Committee  
Received and Forwarded

Date: 03/11/2020

Academic Senate

Date: 03/25/2020  
First Reading  
05/06/2020  
Second Reading

## **Background**

Policy #1336 (formerly UM Section 305.15) needs to be updated for semester conversion. In addition, this policy should be compared with equivalent policies at other CSU campuses and updated accordingly, it has been a while since the policy was last reviewed. Consideration of modifying the policy to set a university-wide calendar for annual lecturer reviews vs. individual calendars by each department is recommended. Reviewing and updating the current evaluation form is also recommended. Last, the policy should be modified to implement electronic submission of all lecturer evaluation packets.

## **Resources**

The following people were contacted and asked to provide input to the committee about the referral:

- A. George Tejadilla, Interim Executive Director for Academic Personnel
- B. Martin Sancho-Madriz, AVP Faculty Affairs
- C. Policies of CSU campuses
- D. Collective Bargaining Agreement

## **Discussion**

The Faculty Affairs Committee has modified Policy 1336 for semesters. This policy also modifies the period of review for annual evaluations to be calendar year instead of academic year. In addition, the policy was modified to provide a mandate to departments to develop a Temporary Faculty Evaluation Criteria Document that should address departmental expectations regarding the following:

1. Teaching philosophy statement;
2. Survey questions, procedures and minimum scores in student evaluations of teaching;
3. Peer observation procedures, criteria, and rubric;
4. Minimum syllabus and other class requirements.

Finally, this modification also requires temporary faculty to turn in similar documents that are consistent with other periodic evaluations including periodic evaluations of probationary and tenured faculty. It also establishes that the materials should be submitted electronically.

## **Recommendation**

The FAC recommends that the revised policy 1336 (Periodic Evaluation of Temporary Faculty Members) be adopted.