

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY,
POMONA POLICY NO: 1336**

Periodic Evaluation of Temporary Faculty Members

Prior to receiving a three-year appointment, full-time temporary faculty members appointed for **two semesters (including those with non-instructional assignments)**, regardless of a break in service, shall be evaluated **through a periodic evaluation** once a **calendar** year. More frequent evaluations may be required by the department or requested by the temporary faculty member.

Prior to receiving a three-year appointment, part-time faculty **temporary** members appointed for **two semesters (including those with non-instructional assignments)**, regardless of a break in service, shall be evaluated **through a periodic evaluation** once a **calendar** year. More frequent evaluations may be required by the department or requested by the temporary faculty member.

Part-time faculty members appointed for **one semester** shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The part-time faculty member may request that an evaluation be performed.

Temporary faculty members holding three-year appointments shall be evaluated at least once during their appointment and may be evaluated more frequently upon the request of either the faculty member or the department.

The **Temporary Faculty Evaluation Committee (TFEC)** shall be elected by the **probationary and tenured faculty of the** department. Membership on the committee shall be restricted to the tenured faculty members of the department, **including faculty on FERP**, and there shall be a minimum of two members.

Each department shall develop a Temporary Faculty Evaluation Criteria Document (“criteria document”) approved by majority vote of the probationary and tenured faculty and reviewed for feedback by the Dean/Director every five years. The department shall respond in writing addressing the input provided. In compliance with the Collective Bargaining Agreement, evaluation criteria and procedures shall be made available to the faculty unit employee no later than 14 days after the first day of instruction of the academic term. The criteria document shall 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.

Temporary faculty that require a periodic evaluation shall submit a “periodic evaluation report” comprised of the following sections:

1. An updated curriculum vitae;
2. A self-assessment narrative including a teaching philosophy statement, not to exceed two pages;

3. All peer classroom observations during the evaluation period. One peer observation per calendar year should be conducted unless otherwise decided by the department. Additional peer observations shall also be conducted upon the request of the temporary faculty member.
4. Statistical summaries of student survey scores from the current evaluation period for all courses taught during the period of evaluation, as defined in Policy #1329;
5. Syllabi, exams and other course materials for each different course taught during the evaluation period, as required by the department;
6. Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period
7. For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate.

The evaluation committee and the department chair (if not serving on the evaluation committee), produce a report with constructive feedback and a copy of the report shall be placed in the faculty member's PAF.

In the case of full-time temporary faculty members (full-time teaching load for two-semester during the academic year) a statement shall be also prepared by the appropriate dean/director. A copy of the report shall be placed in the faculty member's PAF.

Periodic evaluation of temporary faculty members shall be reported on the university standard form and submitted electronically through the appropriate online platform in use by the University.

The Office of Faculty Affairs shall develop a timeline for conducting periodic evaluations of temporary faculty. Evaluation at all levels shall be completed within the specified time period.

Prior to the award of an initial 3-year contract or its renewal a cumulative periodic evaluation of the entire qualifying period must be conducted (CBA 12.12, 15.20(d) and 15.28). For those already holding a three-year appointment the evaluation shall be conducted in the third year of the appointment. This cumulative periodic evaluation shall require a faculty member to submit a "periodic evaluation report" comprised of the following sections:

1. An updated curriculum vitae;
2. A self-assessment narrative including a teaching philosophy statement, not to exceed four pages;
3. All peer classroom observations during the evaluation period. A minimum of one peer observation or more if required by the department is to be conducted;
4. Statistical summaries of student survey scores from the current evaluation period for all courses taught during the period of evaluation, as defined in Policy #1329;
5. Syllabi, exams and other course materials for each different course taught during the evaluation period, as required by the department;
6. Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period
7. For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate.

The evaluation for a three-year contract shall rate the performance and teaching effectiveness of the temporary faculty employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. A three-year appointment shall

be issued if the temporary faculty unit employee is determined by the Dean/Director to have performed in a satisfactory manner in carrying out the duties of **their** position. Where the appropriate Dean/Director determines that a temporary faculty unit employee has not performed **their** duties in a satisfactory manner, then the reasons for **the Dean/Director's** determination shall be reduced to writing and placed in the Personnel Action file.

The evaluation of temporary faculty members shall terminate at the Dean/Director's level.

A copy of the evaluation results as well as all responses and rebuttal statements **from the temporary faculty being evaluated** shall be placed in the temporary faculty member's Personnel Action File.

The Faculty Affairs Office establishes the calendar for periodic evaluations of temporary faculty.