



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1303**

**AD HOC TEACHING ASSIGNMENTS**

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**1. PURPOSE**

Ad hoc teaching assignments will be defined as a faculty member teaching in a department in which that faculty member does not have a formal appointment or joint appointment. A faculty member must consent to teaching classes in a department outside of their home department. The chair and dean of the faculty member's home department and the chair and dean of the outside department must all approve of the ad hoc appointment after careful consideration.

Any classroom visit, online observation, or review of online content for purposes of RTP evaluation should only be conducted in a class of an ad hoc appointment with the faculty member's permission.

The faculty member and either the home department's Chair or RTP Committee chair shall determine in advance how the student evaluations from the other department's course will be incorporated into the RTP evaluation process. The discussion shall be documented in a written memo and shared with the dean of the home college. The faculty member should include that document as part of future RTP packages to be evaluated.