

(Revised 11/18)

**California State Polytechnic University, Pomona
College of Business Administration
Department of Accounting**

Policy Statement for Appointment & Reappointment of Temporary Faculty

Fall 2018-Spring 2023 Academic Years

Table of Contents

	<u>Page</u>
I. Non-discrimination Policy	2
II. General.....	2
III. Department Tenured Faculty Committee	3
IV. Eligibility Criteria for Selection to the Temporary Pool	3
V. Process for Assigning Temporary Faculty to Courses	5
VI. Periodic Evaluation of Temporary Faculty.....	5
VII. Criteria for Reappointment	9
VIII. Amendments to the Policy Statement for Appointment and Reappointment of Temporary Faculty	10
IX. Document Hierarchy for Resolution of Problems.....	10
X. Document Acknowledgement.....	10

Exhibits

Exhibit 1	Policy No. 1336 (University Manual), <i>Periodic Evaluation of Temporary Faculty</i>	11
Exhibit 2	Document Acknowledgement	12

I. Nondiscrimination Policy

California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer. The University subscribes to all state and Federal regulations and prohibits discrimination based on gender, race, sexual orientation, age, religion, or veteran status. The University hires only individuals lawfully authorized to work in the United States.

II. General

The Department of Accounting (Department) occasionally needs qualified individuals in addition to its probationary and tenured faculty to assist in its teaching mission. Such individuals are recruited, screened by the Department Chair or designee, and their names are maintained in a temporary faculty pool. The pool is prepared by the Department Chair and approved by the Department Tenured Faculty Committee (DTFC). The Department Chair or designee identifies the need for temporary faculty and, using the criteria and processes outlined in this Policy, will review the names in the temporary faculty pool and select a qualified individual to fill the need for each course to be assigned to temporary faculty. If there is no qualified individual for a specific course or teaching area, the Department Chair or designee may conduct an emergency search for a qualified faculty, without prior approval of the DTFC. The Chair of the Department will write a letter of recommendation for appointment to the Dean of the College of Business Administration. However, no person shall be deemed appointed absent an official letter from the President or designee. In addition, an appointment cannot become final until all application materials including transcripts of all degrees earned (sent directly by the granting institution to the Department), required letters of recommendation, and the Application for Academic Employment are submitted.

All temporary appointments shall conform to the appropriate sections of the University Manual (UM) and the Collective Bargaining Agreement between the California Faculty Association (CFA) and The California State University (CSU) (hereinafter referred as "CFA/CSU CBA").

Temporary faculty appointments may be made to teach a specific course or courses, or it may be part-time or full-time for a term or longer, as the appointment letter indicates. If the appointment is for a term or longer, the temporary faculty will be assigned courses using the criteria and processes outlined in this Policy. Temporary faculty appointments automatically expire after the period stated and do not establish consideration for later appointments or any further appointment rights (CFA/CSU CBA 12.4). If such an employee applies for a position in the Department, the temporary faculty member's previous periodic performance evaluations and his/her application shall receive careful consideration (CFA/CSU CBA 12.7).

It is the policy of the Department to appoint temporary faculty for WTUs (weighted teaching units) identified as "Related-Instructional Duties" only with the approval of the DTFC.

III. Department Tenured Faculty Committee

The DTFC consists of all tenured faculty in the Department who are on duty during the term that decisions are made. Since only a few tenured faculty are on duty during Summer Term, during that term, the DTFC consists of all tenured faculty of the Department. Each tenured faculty member who is not on duty during a regular term but wants to participate in tenured faculty decisions may do so by attending any DTFC meetings.

IV. Eligibility Criteria for Selection to the Temporary Pool

A. Minimum Qualifications:

1. A master's degree related to his/her teaching area from a recognized and AACSB accredited institution. A J.D. degree with an LL.M in Taxation from a recognized and accredited institution is also acceptable;
2. Professional (non-classroom) experience or consulting related to the candidate's teaching area;
3. Experience and/or qualities indicative of the candidate's interest in the University's "polytechnic" philosophy ("learn by doing") and ability to communicate and manage effectively in the classroom;
4. Scholarly Academic (SA) and Instructional Practitioners (IP) or their equivalent as defined by the College of Business Administration; and
5. A valid CPA license or other accounting-related certification (e.g., CMA, CIA, CFE, etc.).

Other qualifications that are appropriate for teaching specific areas (see Section IV., D for details).

B. In extraordinary circumstances, exceptions to the criteria may be appropriate. Exceptions granted under this Policy must be adequately documented and the candidate must:

1. Indicate in writing why an exception should be granted, and
2. Provide acceptable proof of the mastery of the subject matter.

"Extraordinary circumstances" examples include a current or former partner with a national or regional CPA firm, a current or former executive of a major

corporation or government agency, or a distinguished author in the field. The decision concerning the acceptability of “extraordinary circumstances” is approved by the DTFC.

- C. At the time that prospective temporary faculty is evaluated for the temporary faculty pool (and annually thereafter), it is the responsibility of the DTFC to identify the teaching area(s) within the Department for which the person is considered eligible to teach based on the minimum qualifications cited in Subsection A in this Section. Maintaining proficiency in the field, which could be demonstrated by professional development, scholarly activity and service (i.e., intellectual contributions and professional development) related to a teaching area may be considered in assigning a faculty member to a teaching area if such professional development is required by the job announcement and appointment letter.
- D. For those teaching areas in which there is a departmental orientation training, a departmental curriculum development group, or course coordination meetings, the faculty member must complete the training before being assigned to a teaching area, and to indicate a willingness to participate in the departmental curriculum development group or coordination meetings upon being assigned a course in the teaching area if such participation and service are required by the job announcement and appointment letter.

The teaching areas and any additional criteria are defined as follows:

1. First Courses in Accounting (200 level) – Prior teaching experience and/or strong commitment to collaborative teaching styles is required.
2. Cost Accounting – Professional cost/managerial accounting work experience is required.
3. Intermediate Accounting – Prior teaching and professional work experience in this area are required.
4. Auditing – Audit work experience and a valid CPA license are required.
5. Tax – Professional work experience in taxation or a valid CPA license are required.
6. Accounting Information Systems – Professional AIS work experience or an advanced degree in information systems is required.
7. Other upper-division courses (e.g., International, Not-For-profit, Consolidation and Foreign Currency Accounting) – Professional work experience and/or prior teaching experience in each specific area are required.

- E. The determination of qualifications to teach a course being offered shall be made by the DTFC based on careful consideration.

V. Process for Assigning Temporary Faculty to Courses

Faculty is offered appointments consistent with Article 12 of the CFA/CSU Collective Bargaining Agreement.

VI. Periodic Evaluation of Temporary Faculty

- A. The DTFC will determine the visitation schedule for temporary faculty. Temporary faculty with three (3) year contracts must be visited at least once in the three (3) year contract period. This observation must occur by the end of the three (3) year contract or review period. Temporary faculty without three (3) year contracts must have a class visitation and evaluation annually. More frequent evaluations may be required by the Department or may be requested by the temporary faculty member (UM 305.15). The academic year is defined by the University as Fall Term to Spring Term.

- B. Temporary faculty unit employees eligible for an initial, or subsequent, three (3) year appointments shall be evaluated in the academic year preceding the issuance of a three (3) year appointment. This periodic evaluation shall consider the faculty unit employee's cumulative work performed during the entire three (3) year qualifying period.

A request for more frequent evaluations by a temporary faculty member must be made in writing to the Chair of the Department within the first fifteen (15) academic days of the term in which the additional evaluations are to occur or within fifteen (15) days of the receipt of the previous evaluation report, whichever is later. Once the Chair of the Department has begun the scheduling of an additional evaluation process, the temporary faculty member cannot withdraw the request. Requests received after the fifteenth (15) day will be treated as a request for evaluation during the subsequent term.

- C. Temporary faculty will be evaluated for teaching performance only, except where a temporary faculty member's appointment includes "Related-Instructional Duties" (UM 305.15).
- D. Use the form from the University Manual, Policy No: 1336 (Appendix 27B, *Periodic Evaluation of Temporary Faculty*, including University guidelines) to evaluate temporary faculty. A copy of Policy No. 1336 is attached as Exhibit 1). Specific procedures to be used in performing this evaluation will be determined by the DTFC. The evaluation is to include these elements (UM 305.15):

8. Summaries and interpretations of the student evaluations of temporary faculty prepared by the DTFC.
9. Evaluation by the DTFC of teaching based on factors other than student evaluations, e.g., classroom observations by faculty, syllabi, outlines, handouts, and other course materials.
10. If the person's appointment includes "Related-Instructional Duties," a statement prepared by the Department Chair. The Chair's statement is to address "Related-Instructional Duties," besides any other relevant observation concerning the temporary faculty's teaching performance.
11. For full-time temporary faculty, the evaluation is to include a statement by the Dean of the College of Business Administration.

A copy of each evaluation (i.e., annual and any additional) is to be presented to the temporary faculty member and is to be placed in the Personnel Action File (Dean's office) of the temporary faculty member.

E. Teaching Performance Review Criteria

The primary function of the University is teaching. Direct objective evidence of teaching effectiveness is crucial to the overall evaluation process. Teaching effectiveness shall be evaluated for the quality of performance of the candidate in varied aspects of instruction. These may include, but are not limited to classroom instruction, studio instruction, laboratory instruction, supervision of individual projects, and supervision of fieldwork.

The DTFC, in the evaluation process, shall recognize the existence of differences in teaching styles. While no single style or manner of teaching can be established as best for all faculty members or for all students, faculty members are expected to work effectively with students, individually and in groups. However, for some courses, the Department may specify various course parameters including teaching approaches to a course and types of assignments. Evaluating teaching effectiveness shall be based upon the methods used by the temporary faculty member and the temporary faculty member's compliance with any specific course parameters.

Primary sources of evidence concerning the quality of teaching shall be student evaluations of teaching effectiveness and classroom visitation reports with appended materials gathered during the pre- and post-visit conferences. Items appended to classroom visitation reports may include, but are not limited to course syllabi, examinations and quizzes, handout materials and other appropriately demonstrative materials. The required items to be used for evaluation are outlined in this subsection.

1. Command of Subject

Credentials presented by the candidate upon appointment attest initially to the candidate's command of the subject. However, refinement and change are inherent in any area of knowledge. Candidates must be familiar with current knowledge within their specific area of accounting expertise (e.g., financial accounting, auditing, taxation, cost/managerial, not-for-profit accounting, and accounting information system) and incorporate changes into the courses taught after discussion with the course coordinator.

2. Organization of Instructional Materials

Candidates must organize instructional materials in a manner appropriate to individual classes and instructional modes. Organizing materials for a course is equally important. Evidence of compliance with specified course parameters established by the Department also is important.

3. Effectiveness of Instruction

Candidates must use their organized materials to deliver instruction of high quality. Effectively communicating this material using teaching techniques appropriate to both the type and size of the class or instructional mode is basic to competence in teaching. Successful teaching may include experimentation with innovative or different teaching methods to match the best interest of students. Adapting to the needs of a changing curriculum indicates not only subject matter command and organizational ability but also quality instruction. Evidence of compliance with specified course parameters established by the Department also is important.

4. Academic Assessment of Students

Fair and thorough assessment of student achievement is an important aspect of effective instruction. Methods of assessment include, but are not limited to, examinations; homework; term papers; computer laboratory assignments; special assignments; seminar presentations; and other means appropriate to the class or instructional mode involved. Items such as out-of-classroom instructional contacts between faculty members and students during office hours and special appointments and other out-of-class instructional contacts also are included. A faculty member's methods of assessing student achievement shall be documented by sample copies of items used, as appended to the visitation report.

Direct objective evidence of teaching effectiveness includes, but is not limited to, the following:

- a. Student evaluations of teaching effectiveness on the standard Departmental questionnaire filled by students enrolled in the candidate's classes.
- b. Peer evaluation of classroom teaching, including knowledge of the subject, preparedness, verbal articulation, writing-board techniques, and using lecture demonstrations and instructional aids.
- c. Peer evaluation of academic standards, as evidenced by syllabus material, written examinations, and other evaluation tools, and by grading policy.
- d. Signed, written comments by students submitted directly to the Chair of the Department, Dean of the College of Business Administration, or candidate being evaluated. Solicitation by faculty members of written student comments is unprofessional.
- e. The preparation of materials for classroom use.
- f. Successful coverage of syllabus material in the candidate's classes.
- g. Innovative teaching methods including new technologies.
- h. Demonstrated ability to communicate orally and in writing with students and fellow faculty members.

F. Evaluation Portfolio:

Summary of materials to be used for teaching performance evaluations (per course taught):

1. Provided by the Accounting Department

- a. Summaries of student evaluations.
- b. Classroom visitation reports.
- c. Other evidence of the temporary faculty's activities including committee work, research, and scholarly publications and presentations.

2. Provided by the temporary faculty member

- a. Course syllabus including supplemental written, computer, and group assignments.
- b. Copy of each examination and/or quiz.
- c. A report containing the grade distributions (i.e., number of As, Bs, Cs, etc.).

- d. Any evidence of maintaining proficiency in the area in which the instructor is teaching, which includes, but not limited to, research, and scholarly publications and presentations.
- e. A report containing the faculty member's contributions to the Department, the CBA, and/or the University including committee work, student advising, attendance at the student club meetings, attendance at the Department Advisory Council meetings, graduation commencement ceremony, faculty meetings, etc.
- f. A valid CPA license or other accounting-related certification (e.g., CMA, CIA, CFE, etc.), or a state Bar license along with any legal specialization certificate.

G. Performance Rating System

1. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic evaluation shall consider the employee's cumulative work performance during the entire three (3) year appointment. A subsequent three (3) year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position. Determining the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any evaluation cycle pursuant to 15.8 of CFA/CSU CBA. When the appropriate administrator determines that a temporary faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.
2. The DTFC will use the Evaluation Portfolio defined in this subsection for evaluating the temporary faculty's overall work performance.

VII. Criteria for Reappointment

- A. The primary concern for reappointment shall be evidence of performance in teaching effectiveness. The emphasis is on a satisfactory rating in teaching effectiveness as reflected through the evaluation documents cited above, which include student evaluations, peer evaluation, and course materials.
- B. Part-time temporary faculty appointments (less than 15 WTU's per term) are made on a conditional basis. If a course is canceled, the temporary faculty member shall be paid for the portion of the academic term worked prior to the cancellation. (CFA/CSU CBA 12.5) A class may be canceled prior to the third-class meeting.

- C. Full-time temporary faculty appointments (15 WTU's per term) are not made on a conditional basis (CBA 12.6).

VIII. Amendments to the Policy Statement for Appointment and Reappointment of Temporary Faculty

- A. "Full-time faculty" (i.e., tenured, probationary, and temporary) for purposes of amending this Policy means scheduled for at least 30 WTU's in the current academic year (Fall Term through Spring Term).
- B. All full-time faculty may, in any annual academic cycle, as the need arises, amend the Policy Statement for Appointment & Reappointment of Temporary Faculty by a simple majority vote (by mail ballot). The Policy Statement for Appointment & Reappointment of Temporary Faculty shall be systematically reviewed for a possible amendment on a quinquennial basis. In the year of such review or consideration of amendments at other times, the Chair of the Department shall appoint a Document Review Committee and its chair in the Fall Term.
- C. The Document Review Committee periodically updates all personnel policies of the Department, including the probationary and temporary appointment documents, the RTP Criteria Document, the Post-Tenure Review Document, and the Policy Statement for Appointment and Reappointment of Temporary Faculty.
- D. The Document Review Committee shall submit any proposed changes to the full-time faculty for consideration. The faculty members will discuss the proposals in an open forum. The full-time faculty members, as defined in subsection A above, then shall vote by mail ballot on the proposals. Any approved revisions shall be submitted to the Dean of the College.

IX. Document Hierarchy for Resolution of Problems

Any differences between this Policy and the University Manual or CFA/CSU Collective Bargaining Agreement will be resolved based on the following hierarchy:

1. CFA/CSU Collective Bargaining Agreement
2. University Manual
3. Policy Statement for Appointment & Reappointment of Temporary Faculty.

X. Document Acknowledgement

- A. The Department Chair is responsible for distribution of this Policy to the temporary faculty.
- B. Each temporary faculty must review the Policy and acknowledge receipt by signing and returning the attached form to the Accounting Department (Exhibit 2).

Exhibit 1

Policy No. 1336 (University Manual)

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

PERIODIC EVALUATION OF TEMPORARY FACULTY

NAME _____ DEPARTMENT _____

Period Covered by Evaluation _____

DEPARTMENT COMMITTEE EVALUATION OF TEACHING PERFORMANCE

- A. Student Evaluations (Required for all temporary faculty)
 - 1. Course(s) evaluated by students during evaluation period:

 - 2. Summary and interpretation of student evaluations (Please attach appropriate documentation).

B. Evaluation of teaching performance based on other factors (Such as classroom observations by faculty, syllabi, outlines, examinations, handouts and other course materials.)

C. Summary Statement (Required for full-time faculty)

D. Signatures of the Members of the Department Committee

E. Date Evaluation Prepared _____

Appendix 27B-1
Revised May 2013

DEPARTMENT CHAIR'S STATEMENT

Signature of Chair

Date

DEAN/DIRECTOR (Check applicable boxes and provide comments)

- Annual Evaluation (required for full-time temporary faculty)
- Initial 3-year Entitlement Evaluation (Articles 15.20(d) and 15.28 of the CBA)
- Subsequent 3-year Entitlement Evaluation (Articles 15.20(d) and 15.29 of the CBA)

DEAN/DIRECTOR'S STATEMENT/COMMENTS

Check Relevant Box Below If This Evaluation is for Determination of Initial 3-year Entitlement
OR Subsequent 3-year Entitlement

<input type="checkbox"/>	Satisfactory	Issue 3-year entitlement
<input type="checkbox"/>	Unsatisfactory – see reason for determination above (Dean/Director's Statement)	Do not issue 3-year entitlement

Signature of Dean/Director

Date

I have read and received a copy of this evaluation and understand that it will be placed in my Personnel Action File. I understand that I have ten (10) calendar days from the date below to submit a response or rebuttal statement to the Dean or Director.

Signature of Faculty Member

Date

*CBA refers to the CSU/CFA Collective Bargaining Agreement

Appendix 27B-2

Revised May 2013

Exhibit 2

TEMPORARY FACULTY REVIEW ACKNOWLEDGEMENT

I acknowledge I have received and reviewed this Policy Statement for Appointment & Reappointment of Temporary Faculty.

Date: _____ **Faculty Signature:** _____

Print Faculty Name: _____