

**Department of Art***Criteria for Appointment and Evaluation of Temporary Faculty***Academic Year 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025**

The following criteria supplement the ENV Guidelines for the Appointment of Temporary Faculty, which are available from the Dean's Office.

In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the CBA takes first precedence and the University Manual takes precedence over this document. Article 15 of the CSU/CFA Collective Bargaining Agreement and Section 305.15 of the University Manual cover the evaluation of temporary faculty.

Categories of Performance under Evaluation

Temporary faculty in art history will be evaluated on the categories of performance stated in the University Manual, article 305.15, and the CBA, Article 15. The form used for the periodic evaluation of temporary faculty is Policy 1336, available on https://www.cpp.edu/faculty-affairs/documents/tfec-evaluation-policy-1336-form_.pdf. Policy 1336 may be found here: https://www.cpp.edu/faculty-affairs/documents/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf.

Materials Used for Evaluation

The evaluation committee shall use the materials listed in Policy 1336 to assess (or evaluate) the performance on the part of the temporary faculty. (See the above link for reference to the materials used for evaluation.)

The following criteria for the appointment, evaluation, and retention of temporary faculty address four basic needs:

1. Appointment of new temporary faculty members from the list of active pool members;
2. Evaluation of temporary faculty members, including peer and student reviews;
3. Re-appointment of temporary faculty members; and
4. Movement on the salary schedule by range change and/or Salary Step Increase (SSI).

Appointment of new temporary faculty

The minimal requirements for admission to the temporary faculty pool are the possession of an Advanced Degree in Art or Graphic Design (eg. MFA); or demonstrated academic expertise and relevant teaching experience in graphic design; or relevant professional experience in art; and completion of the university application process.

Each year the Department of Art will conduct reviews of temporary faculty. This formal review process will occur during the academic year beginning the fall term and to be completed by the end of the spring term. The review process includes a faculty self-assessment. All temporary faculty are required to complete the annual review and self-assessment.

Timeline

Fall Semester:

- First Day of Fall Semester Temporary Faculty Annual Review Cycle Begins.
- Peer reviews assigned and executed.
- Additional course evaluations (in addition to required student course evaluations and peer reviews) executed if faculty request them.

Spring Semester

- First Day of the fifth week of Spring Semester one-year reviews and self-assessment packages are due to Department Committee via Interfolio.
- 6-year cumulative reviews (prior to first 3-year appointment) are due on the first day of the sixth week as are 3-year cumulative reviews (prior to subsequent 3-year appointment).
- The candidate will have ten days to respond if desired.
- Final Packages including committee and temporary faculty responses will be submitted to department chair for review. No review will be executed by the chair if he/she is a member of the evaluation committee.
- The Department Chair will send the packages of temporary faculty eligible for initial or renewed 3-year appointments to the Dean's office. For a calendar of the Dean's response see Periodic Evaluation Timeline for Temporary Faculty Eligible for Initial or Renewed 3-year Appointments (See <https://www.cpp.edu/faculty-affairs/documents/lecturer-evaluation-calendar-2020-2021-2020.08.26-v2.pdf>)

Frequency of Evaluation

All part-time faculty shall have at least one peer-review annually. Additionally, all part-time faculty will be required to fulfill the full scope of this Part-time Faculty Review in relationship to their appointment as identified below:

- Lecturers who have taught a total of two semesters shall be evaluated.
- Lecturers with a one-year contract (entitlement) shall be evaluated at least once each year.
- Lecturers with a three-year contract (entitlement) shall be evaluated at least once during the term of their contract (at least once every three years).
- Lecturers appointed for two semesters or less may be evaluated at any time at the discretion of the department chair, following the procedures specified in this document.
- Lecturers may request an evaluation at any time.

Scope of Review

The temporary faculty annual review and self-assessment will cover the teaching assignments of individual temporary faculty across Fall and Spring semesters; or any portion thereof as reflected in individual appointments.

In the spirit of fairly evaluating teaching effectiveness and maintaining faculty currency, the Art Department recognizes the legitimacy of concerns surrounding singular methods of evaluation, i.e. review of student course evaluations alone. Therefore, the Art Department will require a suite of complementary assessment in seven categories. It is the intention that these seven categories offer the opportunity for both external and self-assessment that is more complete and balanced from the candidate's perspective. As such, temporary faculty will be required to submit a personal assessment package that must address seven categories of review:

1. Peer Review of Classroom Performance
2. Student Course Evaluations

3. Course Documents and Student Work Samples
4. Syllabi
5. Personal Statement of Currency and Pedagogy as Aligned with Teaching Responsibilities
6. Current resume or Curriculum Vitae
7. Personal Assessment of Performance

PEER REVIEW of Teaching

The Art Department will conduct annual peer reviews. The peer review will be assigned in Fall semester and may be conducted during Spring semester. Only tenured/tenure-track faculty members will conduct the peer review. The format will follow the standard format as established by the Art Department and available for review in the department office. The peer review form or report will include the follow information:

- a. Informational Preface
- b. Instructional Setting
- c. Teaching Performance
- d. Suggestions For Improvement

Delivery of the peer review

The peer review report is a confidential document that shall be placed in the candidate's Personnel Action File within two weeks of the class visit. The two-week period should be observed but may relate to other observational events, depending upon the arrangements made by the candidate and the reviewer. When the report is delivered for placement in the PAF, the reviewer must also deliver a copy to the candidate.

Rebuttal: The Candidate's Privileges

The peer review report becomes part of the candidate's record. Temporary faculty should refer to the CBA, including Article 11, for further information about their rights regarding documents placed in the Personnel Action File. The Department's emphasis in this procedure, as noted above, is to reinforce the Department's mission and commitment to excellence in teaching. In the event that the candidate finds that the peer review has omitted or incorrectly reported elements relating to teaching proficiency a rebuttal may be included in the personal assessment package presented for any action.

STUDENT EVALUATIONS

All temporary faculty members are required to ensure that student course evaluations are conducted on their behalf and that the results of these evaluations are placed in their Personnel Action Files for each and every course taught. This department requires that:

- a. Student evaluations be conducted for all courses assigned by each program within the department and taught in each semester; and
- b. All student evaluations conducted be submitted for evaluation.

The department has determined that scores at or around the department mean for all sections of that courses taught over the annual evaluation period meet department expectations. Scoring patterns that are .5 or more above this mean **do not meet** department expectations. (E.g., if the department mean is 2.0, a 2.5 does not meet expectations.) Scoring patterns above the department mean by .5 or more will be reviewed individually and contextualized with reference to other evaluative evidence of the individual's teaching effectiveness. In this spirit of fairly evaluating teaching effectiveness, the Art Department recognizes the legitimacy of complementing student evaluations with peer observation of classroom performance.

Course Documents and Student Work Samples

The annual assessment requires temporary faculty to submit copies of all course documents for courses they are assigned to teach. The syllabus must be distributed to the students.

At a minimum, temporary faculty must include a selection of student work samples representative of a high, medium, and low performance for each course assigned. Written assessment of samples provided is encouraged but not required.

Personal Statement of Currency and Pedagogy as Aligned with Teaching Responsibilities

The Art Department recognizes that the primary responsibility of temporary faculty is teaching. However, the Department deeply values currency in point of view and pedagogy. The annual review process requires temporary faculty to provide a short, written narrative describing their teaching pedagogy as related to the courses they are assigned.

Personal Assessment of Performance

The Art Department recognizes that the primary responsibility of temporary faculty is teaching. In support of this the annual review process requires temporary faculty to submit a self-reflective written evaluation of one's submitted materials; a rationale for a syllabus; student evaluations; classroom observations and personal directions.

Current Resume or Curriculum Vitae

Each candidate must include a current resume (or equivalent) summarizing education, work experience, volunteer experience, scholarship (written, verbal, creative or otherwise), licenses received or held, awards, recent professional projects, etc. to support their claims of currency, and provide necessary information for updating the website and for accreditation.

Criteria for Evaluation

The following criteria reflect the Department's conviction that, as teaching is the primary function of any temporary faculty member, it must be weighed most heavily. The criteria also reflect the Department's conviction that demonstrated ongoing efforts to stay current (scholarly and pedagogically) in the area(s) of one's teaching are essential for sustaining and enhancing teaching effectiveness and therefore should count in the appointment, reappointment, and evaluation of temporary faculty members.

I. Weighing of Evaluation Criteria

Hiring of New Applicants from the Temporary Faculty Pool

- 80% academic preparation and qualifications in the area of specialization, as needed by the department
- 20% previous teaching experience in area of specialization

Review and Re-Appointment of Temporary Faculty

- 90% teaching performance review as demonstrated through
 - *Peer Review of Teaching*
 - *Student Course Evaluations*
 - *Course Documents and Student Work Samples*
 - Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period.
 - For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate
- 10% Teaching Currency in the field that is reflected in teaching

- *Personal Statement of Currency and Pedagogy as aligned with Teaching Responsibilities*
- *Personal Assessment of Performance*
- *Current Resume or Curriculum Vitae*

II. Standards for Satisfaction of Criteria

Measures of teaching performance and overall command of subject matter as demonstrated through:

- Adherence to departmental curriculum standards and outcomes, including compliance with course objectives and student learning outcomes as specified in the Extended Course Outlines;
- Maintenance of student evaluations within 0.5 of the course mean;
- Adherence to current pedagogical standards in the field;
- Clarity, currency, and suitability of course materials;
- Intellectual and creative ability;
- Ability to stimulate and inspire a high level of student engagement and achievement;
- Accuracy, fairness, and thoroughness in student evaluation techniques;
- Availability to students during office hours, and by phone or e-mail;
- Demonstration of student achievement of requisite skills, knowledge and values per the department outcomes and learning objectives.

III. Measures of Currency in the Art as Reflected in Teaching

Personal Statement of Currency and Pedagogy as aligned with Teaching Responsibilities

Note: Demonstrated efforts to stay current in one's area(s) of teaching may include but are not limited to the following:

- Participation in local teaching related activities, such as workshops on campus; Library, I&IT, Faculty Center for Professional Development, etc.
- Participation in local professional practice including public service and/or participating in workshops, conferences and professionally based events
- Professional presentations related to one's area of expertise and teaching on campus, to professional organizations or at other universities or schools, or to community organizations;
- Continuing progress toward a doctorate or equivalent terminal degree in a field related to one's area of teaching;
- Writing and publication of scholarly or professional articles or scholarly presentations related to one's areas of teaching;
- Publication or public showing of creative work related to one's area of teaching;
- Building of one's creative work
- Recent professional work that demonstrates current or cutting-edge thinking in art;
- Writing/editing a book related to one's area of teaching;
- Currency of project references and project types as associated with teaching;
- Currency of reading and writing assignments associated with teaching

Careful Consideration of Temporary Faculty Assignments:

In assigning courses available to temporary faculty members, the Art department begins by reviewing the annual evaluations conducted during the preceding semesters and reviewing application materials of all prospective new temporary faculty members. Assuming that all evaluated temporary faculty members are performing satisfactorily, entitlements of all temporary faculty members with three-year appointments are met first. Temporary faculty members who do not have three-year appointments will be selected on the basis of performance as described in Sections I and II. When a temporary faculty

member has a one-year entitlement, every effort is made to meet the entitlement. In the event that all one-year entitlements cannot be met, careful consideration will be exercised and appointments will be assigned consistent with the CBA, including Article 12.

Temporary faculty eligible for an initial or subsequent 3-year appointment shall be evaluated in the academic year preceding the issuance of a 3-year appointment. This evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6-year or 3-year qualifying period. The Dean of the College shall determine whether the temporary faculty member has performed satisfactorily before an initial or subsequent 3-year appointment may be issued. Please refer to the appropriate University Academic Policy (<http://academic.csupomona.edu/faculty/policies.aspx>), and Articles 12.12, 15.28 and 15.29 of the Collective Bargaining Agreement for further information (http://calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/)

Department of Art

College of Environmental Design

Criteria for Appointment and Periodic Evaluation of Temporary Faculty in Art History

Academic Years 2020-21, 2021-22, 2022-23, 2023-24, 2024-25

This document was developed following a vote by the majority of the Art Department faculty on March 10, 2016 (recorded in the department-meeting minutes), which unanimously approved the B.A. in Art History program to have its own criteria for the periodic evaluation of temporary faculty in art history. It was revised in response to a change in University Policy 1336 in Fall 2020.

The following criteria supplement the ENV Guidelines for the Appointment of Temporary Faculty, which are available from the Dean's Office.

In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the CBA takes first precedence and the University Manual takes precedence over this document. Article 15 of the CSU/CFA Collective Bargaining Agreement and Section 305.15 of the University Manual cover the periodic evaluation of temporary faculty.

The following criteria for the appointment, evaluation, and retention of temporary faculty address the following:

1. the composition of the committee for evaluating temporary faculty in art history
2. appointment and reappointment of temporary faculty members from the list of active pool members,
3. required periods of evaluation,
4. assessment of satisfactory performance,
5. timeline of the evaluation process, and
6. careful consideration of temporary faculty assignments.

Composition of the Committee for Evaluating Temporary Faculty in Art History

At least two tenured art history faculty members shall comprise the committee—or, in the event that the department appoints a committee of the whole, the sub-committee—for the evaluation of temporary faculty in art history unless there are fewer than two tenured art history faculty on duty. In the event that fewer than two are available, at least one other full-time tenured member of the Art Department faculty may be assigned to evaluate temporary faculty in the art history area according to the following criteria.

Appointment and Reappointment of Temporary Faculty in Art History

The minimal requirements for admission to the temporary faculty pool for art history are the possession a PhD or ABD in art history or visual studies, demonstrated academic expertise or relevant teaching experience in art history, and completion of the university application process.

Weighing Criteria for Hiring of New Applicants from the Temporary Faculty Pool:

- 80% academic preparation and qualifications in the area of specialization, as needed by the department
- 20% previous teaching experience in area of specialization

The reappointment of temporary faculty in art history depends on available opportunities for teaching in the faculty member's area of expertise based on budgetary allowances and curricular needs, appointment priority per current CBA guidelines, and satisfactory performance in the faculty member's contractual duties over the period of his or her evaluation.

Required Periods of Evaluation

Temporary faculty in the area of art history shall be evaluated according to the terms set forth in the University Manual, section 305.15, and Article 15 of the CBA. In the case of an inconsistency between the two documents, the CBA takes precedence over the University Manual.

Assessment of Satisfactory Performance in the Art History Area

Categories of Performance under Evaluation

Temporary faculty in art history will be evaluated on the categories of performance stated in the University Manual, article 305.15, and the CBA, Article 15. The form used for the periodic evaluation of temporary faculty is Policy 1336, available on https://www.cpp.edu/faculty-affairs/documents/tfec-evaluation-policy-1336-form_.pdf. Policy 1336 may be found here: https://www.cpp.edu/faculty-affairs/documents/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf.

Materials Used for Evaluation

The evaluation committee shall use the materials listed in Policy 1336 to assess (or evaluate) the performance on the part of the temporary faculty. (See the above link for reference to the materials used for evaluation.)

Peer Evaluations of Classroom Teaching

Peer Evaluation of Classroom Teaching (one component of the Periodic Evaluation process) for temporary faculty should be conducted at least once a year.

Temporary faculty teaching for the first time should be evaluated in their first term of teaching. Temporary faculty teaching during one or two semesters should be evaluated once.

For temporary faculty eligible for initial or renewed 3-year appointments, the peer review will be assigned in beginning of the fall term and may be conducted during fall or spring terms. Only tenured/tenuretrack faculty members will conduct the peer review. The format will follow the standard format as established by the Art Department and available for review in the department office.

The peer review form will include the following:

- a. Evaluation of Syllabus and Course Material
- b. Classroom Teaching Performance

c. Suggestions for Improvement

The retention of temporary faculty depends in part on having satisfactory peer evaluations of classroom teaching. This means achieving a score of Excellent or Satisfactory. A score of Borderline means the faculty member will be given one more chance to address the deficiencies noted on a peer evaluation. At the bottom of every peer evaluation report, the evaluator will indicate the status of the faculty member's teaching performance according to the following scale, and summarize the reason for the rating in the "summary" section:

1. Excellent. No suggestions for improvement.
2. Satisfactory. One or several minor suggestions for improvement.
3. Borderline. Improvements required are substantial. If they are not made the next time the instructor teaches the course, the recommendation to the appropriate administrator will be that the faculty member will no longer be retained to teach that course.
4. Unsatisfactory. There are unacceptable problems with work ethic, conduct, or failure to comply with departmental and program policies or to supply the evaluator in a timely manner with course materials necessary for review of performance areas listed on the peer evaluation form.

Delivery of the Peer Review

The peer review report is a confidential document that shall be placed in the candidate's Personnel Action File within two weeks of the class visit after the temporary faculty and the evaluator sign the form. The two-week period should be observed but may relate to other observational events, depending upon the arrangements made by the candidate and the reviewer. When the report is delivered for placement in the PAF, the reviewer must also deliver a copy to the candidate.

Rebuttal: The Candidate's Privileges

The peer review report becomes part of the candidate's record. Temporary faculty should refer to the CBA, including Article 11, for further information about their rights regarding documents placed in the Personnel Action File. The Department's emphasis in this procedure, as noted above, is to reinforce the Department's mission and commitment to excellence in teaching. In the event that the candidate finds that the peer review has omitted or incorrectly reported elements relating to teaching proficiency a rebuttal that provides clear evidence of any such omissions or errors may be included in the personal assessment package presented for any action.

Student Evaluations

The university requires that student evaluations be conducted for all sections of all courses taught in every term they are taught per Policy No. 1329. All temporary faculty members are required to ensure that student course evaluations are conducted on their behalf and that the results of these evaluations are placed in their Personnel Action Files for each and every course taught.

The department has determined that scores at or around the department mean for all sections of that course taught over the annual evaluation period meet department

expectations. Scoring patterns that are, .5 or more above this mean do not meet department expectations. (E.g., if the department mean is 2.0, a 2.5 does not meet expectations.) Scoring patterns above the department mean by .5 or more will be reviewed individually and contextualized with reference to other evaluative evidence of the individual's teaching effectiveness.

In the spirit of fairly evaluating teaching effectiveness, the Art Department recognizes the legitimacy of complementing student evaluations with peer observation of classroom performance and evaluation of course materials through the peer-evaluation process.

Curriculum Vitae

Each faculty member must keep on file a current CV summarizing education, work experience, volunteer experience, scholarship, etc. to support their claims of currency. A "satisfactory" CV is one that supports the faculty member's claim to mastery and currency in the subject area he or she is teaching for the department.

Weighing of Evaluation Criteria

Review and Reappointment of Temporary Faculty

90% teaching performance review as demonstrated through items 2-7 listed in Policy 1336, including:

Peer Reviews of Teaching

Student Course Evaluations and statistical summaries of these Course materials

Self-assessment

Any responses to written student input, as defined by Policy

#1329, received by the department during the evaluation period.

For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate

10% teaching currency in the field that is reflected in item 1 listed in Policy 1336, including:

Current Resume or Curriculum Vitae

Standards for Satisfaction of Criteria

Measures of teaching performance and overall command of subject matter as demonstrated through:

- Adherence to departmental curriculum standards and outcomes, including compliance with course objectives and student learning outcomes as specified in the Extended Course Outlines;
- Maintenance of student evaluations within 0.5 of the course mean;
- Adherence to current pedagogical standards in the field;
- Clarity, currency, and suitability of course materials;
- Intellectual and creative ability;
- Ability to stimulate and inspire a high level of student engagement and achievement;
- Accuracy, fairness, and thoroughness in student assessment techniques;

- Availability to students during office hours, and by phone or university e-mail.

Measures of Currency in the Field of Teaching and in the Area of Expertise

Demonstrated efforts to stay current in one's area(s) of teaching may include but are not limited to the following, and should be indicated on the faculty member's CV:

- Participation in local teaching-related activities, such as workshops on campus; Library, I&IT, Faculty Center for Professional Development, etc.
- Participation in local professional practice including public service and/or participating in workshops, conferences and professionally based events
- Professional presentations related to one's area of expertise and teaching on campus, to professional organizations or at other universities or schools, or to community organizations;
- Continuing progress toward a doctorate or equivalent terminal degree in a field related to one's area of teaching;
- Recent professional work that demonstrates current or cutting-edge thinking in art history;
- Writing/editing a book or article or exhibition catalogue or work of digital scholarship related to one's area of teaching.

Timeline for the Evaluation of Temporary Faculty

Per Policy 1336:

"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."

Fall:

- First day of Fall Semester the temporary faculty annual review cycle begins
- Peer reviews assigned and executed

Spring:

The Department committee will review the peer evaluation of teaching, the student evaluations and other relevant material and provide a report to the temporary faculty candidate on the Periodic Evaluation of Temporary Faculty Form (Policy 1336) according to the calendar set by the Office of Faculty Affairs. See <https://www.cpp.edu/faculty-affairs/documents/lecturer-evaluation-calendar-2020-2021-2020.08.26-v2.pdf>

-The Department committee will have seven weeks to review and provide a formal response to the temporary faculty candidate.

-The candidate will have ten days to respond if desired, consistent with CBA Article 15.5.

-Final Packages including committee and temporary faculty responses will be submitted to department chair for review by the end of the eleventh week of the Spring Semester. No review will be executed by the chair if he/she is a member of the evaluation committee.

-The Department Chair will send the packages of temporary faculty eligible for initial or renewed 3-year appointments to the Dean's office. For a calendar of the Dean's response see Periodic Evaluation Timeline for Temporary Faculty Eligible for Initial or Renewed 3-year Appointments (See <https://www.cpp.edu/faculty-affairs/documents/lecturer-evaluation-calendar-2020-2021-2020.08.26-v2.pdf>)

Careful Consideration of Temporary Faculty Assignments

In assigning courses available to temporary faculty members, the Art Department begins by reviewing the annual evaluations conducted during the preceding semesters and reviewing application materials of all prospective new temporary faculty members.

Assuming that all evaluated temporary faculty members perform satisfactorily, entitlements of temporary faculty with three-year appointments are honored first. Temporary faculty members without three-year appointments will be selected on the basis of performance. When a temporary faculty member has a one-year entitlement, every effort is made to meet the entitlement. In the event that all one-year entitlements cannot be met, careful consideration will be exercised and appointments will be assigned consistent with the CBA, including Article 12.

Temporary faculty eligible for an initial or subsequent 3-year appointment shall be evaluated in the academic year preceding the issuance of a 3-year appointment. This evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6-year or 3-year qualifying period. The Dean of the College shall determine whether the temporary faculty member has performed satisfactorily before an initial or subsequent 3-year appointment may be issued. Please refer to the appropriate University Academic Policy (<http://www.cpp.edu/~faculty-affairs/evaluation/index.shtml>) and Articles 12.12, 15.28 and 15.29 of the Collective Bargaining Agreement for further information (http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/Unit3_CFA_Contract.pdf).