

# EARLY CHILDHOOD STUDIES DEPARTMENT CRITERIA

## APPOINTMENT AND EVALUATION OF TEMPORARY FACULTY

California State Polytechnic University, Pomona  
EFFECTIVE FALL 2021

**Note:** In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the collective bargaining agreement takes first precedence, and the University Manual takes precedence over this document. [Article 15 of the CBA contract](#), [Policy 1329](#), [Policy 1336](#) and [Policy 1337](#) of the University Manual cover the evaluation of temporary faculty. Temporary faculty are responsible for adhering to the policies, calendar, and criteria posted on the [Office of Faculty Affairs Temporary Periodic Evaluation web site](#)

### INITIAL APPOINTMENT OF TEMPORARY FACULTY

Only individuals who are members of the Early Childhood Temporary Faculty Pool are eligible for assignment as need arises. To be included in this pool, applicants must submit a current CV/ Resume, [university application](#), [supplemental academic employment application](#), at least three letters of recommendation (no more than 12 months old), and an official transcript showing the highest degree earned.

Candidates will be selected based on the following criteria:

1. Educational training in the subject area/s to be taught. The minimum qualifications are a Master's degree in Early Childhood Education, Child Development, or closely related field of study. A Doctorate degree is preferred.
2. Teaching experience, especially in the subject area(s) to be taught at an institution of higher education. Experience teaching in a bachelor's degree granting institution is preferred.
3. Teaching experience and other professional experience with young children is recommended.
4. Professional recommendations, including those submitted in writing with application and those solicited.
5. Evidence of continuing professional development and/or service in the field of Early Childhood.
6. A positive meeting, either virtually or in person, with the chair or chair designee.

### REAPPOINTMENT OF TEMPORARY FACULTY

Temporary faculty without entitlement in the department will have one course they teach peer-reviewed during the first semester of employment. If found satisfactory, the potential to be rehired the following semester is secure, though not guaranteed. The temporary faculty will also be reviewed during the second semester of employment, for a total of two peer-reviews over the first two semesters of employment. Thereafter, temporary faculty who have satisfactory peer reviews during the prior evaluation cycle will have one-course peer-reviewed in either the fall or spring terms, per university policy. Temporary faculty who have an unsatisfactory peer review will have two peer reviews, one each semester, over the next cycle, one

in the fall, and one in the spring terms.

The Early Childhood Studies' Temporary Faculty Evaluation Committee (TFEC) will *annually* evaluate all temporary faculty during the Spring semester, using the [TFEC Evaluation form](#). *The evaluation period follows the calendar year, so the Spring semester of the prior academic year and the Fall semester of the current academic year.* This written evaluation will be submitted to Interfolio and signed by the TFEC Committee Chair, the Department Chair, and the temporary faculty member, and is due to the Dean's Office of the College of Education and Integrative Studies. Temporary faculty must submit their Assessment Portfolio to Interfolio, which addresses the six criteria below. Due dates for temporary faculty's Interfolio evidence are listed on the Temporary Faculty Evaluation Calendar located on the [Faculty Affairs Lecturer Periodic Evaluation](#) web page. Meeting the posted due dates is the responsibility of the temporary faculty. Instructions for uploading and submitting items to your Interfolio case are also located on this web page. Failure to meet the deadlines listed on the web page for [Temporary Faculty Evaluation](#), or failure to include all required documents (detailed below) may impact your ability to be rehired for subsequent semesters.

The TFEC written evaluation will assess the temporary faculty member's teaching based on six criteria:

- (1) Teaching-related course materials** (including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles):
  - a. **Required evidence uploaded to Interfolio**
    - i. A copy of the syllabus from each course taught
    - ii. A 1–2-page teaching philosophy document
- (2) Student engagement in and outside the classroom** (as evidenced by pedagogical assignments, activities, and experiences that foster enhanced student participation and involvement):
  - a. **Required evidence uploaded to Interfolio**
    - i. Two student assignments from each course taught
    - ii. If face-to-face and/or synchronous, two daily class agendas
    - iii. If asynchronous, copies of at least two online discussion boards
- (3) Student evaluation of teaching**, requires a pattern where most of the scores fall between 1.00 and 2.00 (on the department's student course evaluation form) to be considered "satisfactory". A pattern of scores higher than 2.0 will be considered unsatisfactory. For lecturers, it is expected that ratings will improve after the first time teaching the course, with a score of 1.00-1.49 would be judged as "outstanding," 1.50-1.99 score as "satisfactory," and a score of 2.00 and above seen as "unsatisfactory."
  - a. **Required evidence uploaded to Interfolio**
    - i. All copies of CPP ECS course student evaluation responses and summary reports
- (4) Peer reviews**, one per year by a tenured or tenure-track faculty member, reported on the ECS Temporary Peer Review Form:
  - a. **Required evidence uploaded to Interfolio**
    - i. All signed peer review forms and rubrics

**(5) Grading standards** that conform to departmental norms, where ECS students must receive a C to pass the class (Note: All lecturers are responsible for posting their final student grades by the scheduled due date. According to the University policy, failure to submit final grades in a timely fashion would require both the dean's and provost's signature before late posting and could constitute unsatisfactory performance if determined by the chair that the reason for the error was negligence of duties):

**a. Required evidence uploaded to Interfolio**

- i. Two copies of graded assignments for each course taught, including faculty feedback given to students.
- ii. For faculty teaching courses with NAEYC Key Assessments (ECS 4100, ECS 3400, ECS 4010, ECS 3300), two examples of student-completed key assessments and evaluation rubrics *for each section of the course* containing the assessment is required.

**(6) Currency in the field(s) taught**, examples of which include, but are not limited to, such activities as continuing education and training relating to one's discipline; professional presentations (to the Cal Poly Pomona campus, other college or university campuses, or community organizations) relating to one's area(s) of teaching; presentation of scholarly papers related to one's area(s) of teaching at academic and professional conferences; and publication of scholarly articles, books, and/or creative work related to one's area(s) of teaching:

**a. Required evidence uploaded to Interfolio**

- i. Current CV or Resume
- ii. 1–2-page self-evaluation narrative
- iii. For scholarly work, copies of manuscript, scholarly presentation programs
- iv. For any professional development (PD), programs, emails, etc. detailing the presenter, topic of PD, and date attended

Temporary faculty eligible for an initial or subsequent 3-year appointment shall be evaluated in the year preceding the issuance of a 3-year appointment. This periodic 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. For further information, please refer to the appropriate [University Academic Policy](#), and the CBA, [Articles](#) 12.12, 15.28 and 15.29.

### CAREFUL CONSIDERATION

In assigning courses available to temporary faculty members, the Early Childhood Studies Department follows the guidelines of the current CBA. The Department begins by reviewing the annual evaluations conducted during the preceding semesters and reviewing application materials of all prospective new temporary faculty members. Official Personnel Action files are reviewed and the PAF Log is signed (located in the Dean's Office of the College of Education and Integrative Studies). The Order of Assignment for offering work per the CBA will be followed. Careful consideration will be exercised on the basis of several factors, including the six evaluation criteria listed

above under Reappointment of Temporary Faculty, as well the Temporary Faculty member's depth of experience (i.e., accumulated WTUs).

## RANGE CHANGE OF TEMPORARY FACULTY

The College of Education and Integrative Studies requires a Range Elevation Package that minimally includes:

- Candidate's Application
- Candidate's Recent Curriculum Vitae
- Copies of Peer Evaluations Conducted
- Copies of Course Evaluations (minimum of 10)
- TFEC Recommendation
- Department Chair's Recommendation (if Chair is not part of the Committee)

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### Movement from A to B Range

Temporary faculty who do not initially meet the criteria for B range appointment will be considered for movement on the salary schedule from the A range to B range when the temporary faculty member is not eligible for more SSIs in the A range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the A range to B range if they have exhibited a *pattern of outstanding teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be based upon temporary faculty member's

- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles,
- student engagement in and outside the classroom,
- student course assessments,
- peer reviews,
- grading standards, and
- currency in the field(s) taught—examples of which include, but are not limited to, such activities as continuing education and training relating to one's discipline; professional presentations (to the Cal Poly Pomona campus, other college or university campuses, or community organizations) relating to one's area(s) of teaching; presentation of scholarly papers related to one's area(s) of teaching at academic and professional conferences; and publication of scholarly articles, books, and/or creative work related to one's area(s) of teaching.

### Movement from B to C Range

Temporary faculty who do not initially meet the criteria for C range appointment will be considered for movement on the salary schedule from the B range to C range when the temporary faculty member is not eligible for more SSIs in the B range and

will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the B range to the C range if they have exhibited a *pattern of outstanding teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be judged by temporary faculty member's

- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles,
- student engagement in and outside the classroom,
- student course assessments,
- peer reviews,
- grading standards, and
- currency in the field(s) taught—examples of which include, but are not limited to, such activities as continuing education and training relating to one's discipline; professional presentations (to the Cal Poly Pomona campus, other college or university campuses, or community organizations) relating to one's area(s) of teaching; presentation of scholarly papers related to one's area(s) of teaching at academic and professional conferences; and publication of scholarly articles, books, and/or creative work related to one's area(s) of teaching.

#### Movement from C to D Range

Temporary faculty who do not initially meet the criteria for D range appointment will be considered for movement on the salary schedule from the C range to D range when the temporary faculty member is not eligible for more SSIs in the C range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the C range to the D range if they have exhibited a *pattern of outstanding teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be judged by the temporary faculty member's

- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles,
- student engagement in and outside the classroom,
- student course assessments,
- peer reviews,
- grading standards, and
- currency in the field(s) taught—examples of which include, but are not limited to, such activities as continuing education and training relating to one's discipline; professional presentations (to the Cal Poly Pomona campus, other college or university campuses, or community organizations) relating to the

area(s) of teaching; presentation of scholarly papers related to one's area(s) of teaching at academic and professional conferences; and publication of pertinent scholarly articles, books, and/or creative work.

- Copies of Course Evaluations (minimum of 10)
- TFEC's Recommendation
- Department Chair's Recommendation (if Chair is not part of the Committee)