

Finance, Real Estate and Law guidelines  
California State Polytechnic University, Pomona

Appointment, retention and scale change of Temporary faculty

**Note: In the case of an inconsistency between this document and the collective bargaining agreement or the University Manual, the collective bargaining agreement takes first precedence, and the University Manual takes precedence over this document.**

**INITIAL APPOINTMENT OF TEMPORARY FACULTY**

Candidates will be selected on the basis of the following four ordered criteria:

1. Quantity and quality of educational training in the subject area/s to be taught. Usually, the minimum qualifications are a MBA degree.
2. Quantity and quality of teaching experience, especially in the subject area(s) to be taught.
3. Evidence of continuing professional development in the discipline.
4. Evidence of prior work experience in the area(s) of teaching.

**RETENTION OF TEMPORARY FACULTY**

The Department will *annually* evaluate all temporary faculty members during Spring semester, using the annual faculty peer evaluation form. This written evaluation, signed by the Department Chair and the temporary faculty member will be sent **to the associate dean office by June 1st.**

The temporary faculty review committee assesses the temporary faculty member's teaching based on following criteria: **(1) teaching-related course materials** which are expected to conform to departmental standards as set forth in departmental expanded course outlines and other related materials, **2) student evaluation forms (an average score of higher than 2.4 in each category of student evaluation questions is considered as "need to improve")** **3) peer reviews;** **(4) grading standards** that conform to departmental norms, **(5) 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.

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 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. Please refer to the appropriate University Academic Manual (<http://www.cpp.edu/~academic->

[programs/univ-manual/overview/academic-manual.shtml](#)), and appropriate articles of the CFA Collective Bargaining Agreement for further information (<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>).

## **RANGE CHANGE OF TEMPORARY FACULTY**

### **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, 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 course assessments,
- 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, 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 course assessments,
- 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, 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 course assessments,
- 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.