

**California State Polytechnic University, Pomona
College of Agriculture
Human Nutrition and Food Science Department**

**Policy on the Appointment and Evaluation of Temporary Faculty
Last revised on: 03.08.13**

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.

A. INITIAL APPOINTMENT OF TEMPORARY FACULTY

An interview by the Department Chair (or designee) and at least another tenured/tenure track faculty member is required for entering the lecturer pool. Candidates will be selected on the basis of the following criteria:

- Quantity and quality of educational training in the subject area/s to be taught. This includes a review of grade transcripts.
- Minimum degree requirements for entering the lecturer pool:
 - For laboratory (L) and activity (A) courses: B.S. degree required
 - For GE courses: B.S. degree required, Master of Science or equivalent degree preferred
 - Medical Nutrition Therapy and other Clinical Nutrition courses: Master of Science or equivalent degree required, Registered Dietitian also required, Clinical Experience preferred, Doctorate preferred
 - All other undergraduate courses for majors in the department: Master of Science or equivalent degree required in appropriate discipline, Doctorate preferred
 - Dietetic Internship courses: Master of Science or equivalent degree required, Registered Dietitian also required
 - Graduate courses: Doctorate required
- Quantity and quality of teaching experience, especially in the subject area(s) to be taught.
- Professional recommendations, including those submitted in writing and those solicited orally.
- Evidence of continuing professional development in the discipline.

B. REVIEW AND RETENTION OF TEMPORARY FACULTY

1. A Temporary Faculty Evaluation Committee (TFEC) consisting of at least two tenured faculty members will be elected during fall quarter. Members of the Department Retention Tenure and Promotion Committee (DRTPC) are eligible to serve on this committee. The TFEC will select its own chair. If for some reason a TFEC is not elected the DRTPC will assume the duties of the TFEC for the corresponding Academic Year.

2. Temporary faculty must have student evaluations administered following guidelines given in Appendix 10.
3. The TFEC Chair or designee will assign tenure-track/tenured faculty members to conduct peer observations and communicate assignments to the temporary faculty and the reviewers who will arrange for a mutually convenient time to conduct the review. The first peer observation must be conducted during the first quarter of employment. Thereafter, most peer observations will be scheduled in the winter quarter. Course materials such as syllabi, handouts, exams, etc. must be made available to the faculty member conducting the peer observation.
4. Temporary faculty who teach three or more WTUs per review cycle must have a peer observation within the Academic Year. Requests for additional peer observations may be made to the TFEC Chair by temporary faculty at least eight weeks before the deadline for the submission of the annual review packet. Peer observations are not to be conducted during the summer quarter.
5. The annual review will be conducted during spring quarter using materials from the three previous quarters at the time of submission of review packet. **Deadline for submission of review materials is the second Friday of spring quarter.** Packets must be submitted to the Temporary Faculty Evaluation Committee (TFEC) through the Department Administrative Support Coordinator. The reviews of temporary faculty members will be conducted by the TFEC. Further review by the Department Chair will also be conducted only if the Chair is not a member of TFEC. The evaluation report must be prepared using the Annual Periodic Evaluation of Temporary Faculty Form (Appendix 27B).
6. Each temporary faculty member must submit a printed packet which will include the following:
 - a. Prepare a one to two page self-evaluation document for the review period discussing the following items:
 - 1) Teaching methodology/innovations. Recommendations for improvement from past reviews need to be addressed.
 - 2) Student evaluation scores (include all results available for the last three quarters at the time of submitting the packet). Proposed actions when scores don't meet minimum established by the Department (2.75 or better, 1 to 4 scale where 4 is best).
 - 3) Peer observations (include all observations available for the last three quarters at the time of submitting the packet)
 - 4) Other assigned duties specifically defined and described in the letter of appointment or contract
 - 5) Any professional development and/or scholarly and creative activities related to maintaining currency in one's teaching assignment or content area
 - b. The official computer summary sheet of student evaluation scores for each class evaluated, and accompanied by a summary table for all courses evaluated including the average scores for all questions per course and the averages per questions throughout all the courses evaluated (see sample table in Appendix 1 of this document).

- c. Copy of the peer observation(s) using the approved department Peer Observation Form.
 - d. Copy of the syllabus from each different course taught during the academic year. Syllabi must conform to the approved Expanded Course Outlines (ECOs).
 - e. The TFEC may request exams, handouts and additional materials upon initial review of the packet. For courses part of the Didactic Program in Dietetics (DPD) instructor must submit assessment report to the DPD Director as requested.
7. The TFEC will conduct an evaluation of all the above materials and write a recommendation using the Annual Periodic Evaluation of Temporary Faculty Form (Appendix 27B) and submit all materials and the evaluation to the Department Chair. The criteria for the evaluation are as follows:
- a) Self-evaluation must be thoughtfully and thoroughly written.
 - b) Summary and interpretation of the student evaluations. Average scores for student evaluations per course and per question throughout courses must be 2.75 or higher (1 to 4 scale where 4 is "strongly agree" or best).
 - c) All items in peer observation form must be rated as satisfactory or better. Recommendations from previous peer reviews were properly addressed.
 - d) Evaluation of teaching performance based on syllabi, outlines, handouts and other course material. Syllabus must meet minimum department requirements and must be consistent with the most recent Expanded Course Outline (ECO) approved by the Department for each course taught.
 - e) Review of any assigned duties or any professional development and/or scholarly and creative activities related to maintaining currency in one's teaching assignment or content area
8. The Department Chair, if not a member of TFEC, will conduct a separate evaluation following TFEC's review. If the temporary faculty appointment included assigned and related duties, an assessment with regard to those duties by the Department Chair is required.
9. Temporary faculty members are reviewed first and foremost on teaching performance. They are also evaluated on their demonstrated efforts to remain current in the discipline in support of the teaching assignments.
10. The lecturer will be given a copy of the evaluation and must sign acknowledging the review; rebuttals must be done within 10 calendar days and in writing.
11. Full-time lecturers and lecturers who may be eligible for initial and subsequent 3-year appointments will also be evaluated by the Dean.
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 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 Policy (<http://academic.cpp.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/).

When the Collective Bargaining Agreement (CBA) allows for salary step Increases, these will be recommended for qualified temporary faculty whose performance meets the standard of "satisfactory" or better and who have taught 36 WTUs since their last SSI or since their initial appointment.

Timeline:

- Second Friday of Spring Quarter: Evaluation packages due to Department Administrative Support Coordinator
- Weeks 3-4: TFEC conducts preliminary review of packets
- End of Week 4: Faculty member is notified if additional information or materials are needed for the review and these will need to be submitted by end of week 5
- Weeks 5-6: TFEC completes review of packets
- Weeks 7-8: Department Chair reviews packets (if not a member of TFEC)
- Last day of Week 8: Committee's and Department Chair's recommendation and review due to temporary faculty member, or to the Dean if the following applies:
 - Annual Evaluation of full-time (45 WTU) temporary faculty
 - Initial 3-year Entitlement Evaluation (CBA Articles 15(d) and 15.28)
 - Subsequent 3-year Entitlement Evaluation (CBA Articles 15(d) and 15.29)
- If a Dean review is conducted, the review is due to the temporary faculty member by last day of week 10 of the quarter.
- Upon receiving the written review, Temporary Faculty members have ten calendar days to sign the evaluation form and submit any response or rebuttal.

C. Movement on the Salary Schedule from the A scale to the B scale

Movement between salary ranges from A to B may be based upon earned degrees or teaching performance and demonstrated currency in the discipline. The guidelines for movement between salary ranges following initial appointment based upon earned degrees are:

1. Completion of the Master's Degree in appropriate discipline as determined by the Department: Temporary faculty who were appointed with a bachelor's degree may request an increase to Lecturer range A, step 3 if their base salary is not currently at that step upon official confirmation of the award of a master's degree.

2. Completion of a Doctoral Degree in appropriate discipline as determined by the Department: Temporary faculty awarded a doctoral degree since initial appointment may request a base salary increase plus elevation to the Lecturer B range.

(or)

3. Teaching performance as specified below:

- Demonstrate continued effectiveness and professionalism, showing competency in the classroom, efforts to improve instruction and student achievement. Demonstrate strong evidence of teaching effectiveness as verified through self-evaluations, student evaluation scores, and peer observations.
- The temporary faculty member should have a minimum 3.0 (1 to 4 scale where 4 is best) average student evaluation score per course. The TFEC and Department Chair will take into careful consideration evidence of improvement in existing courses; accounts of how the faculty member plans to respond (as well as reports on how the faculty member did respond) to less-than-positive evaluations of teaching; accounts that provide contexts for evaluations, whether positive or negative, of teaching; the development of new courses; and the development of appropriate creative approaches and applications of technology.
- Demonstrate currency in the discipline. This includes research and creative activities and/or other elements of professional development in support of the teaching assignment.

D. Moving from Salary B scale to C scale.

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 (1) they have earned a Ph.D. or terminal degree in their discipline, *or* (2) they have exhibited a *pattern of high quality teaching performance* and **demonstrating currency in the discipline in support of their teaching assignment**, as evidenced by their annual periodic evaluations.

A "pattern of high quality" as consistently reflected in previous TFEC annual evaluations, as opposed to high quality performance achieved sporadically or confined to a single evaluation period.

E. Moving from Salary C scale to D scale

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' scale 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 (1) they have earned a Ph.D. or terminal degree in their discipline, *or* (2) they have exhibited a *pattern of high quality teaching performance* and **demonstrating currency in the discipline in support of their teaching assignment**, as evidenced by their annual periodic evaluations.

A "pattern of high quality" as consistently reflected in previous TFEC annual evaluations, as opposed to high quality performance achieved sporadically or confined to a single evaluation period.

APPENDIX 1

Sample
Table for summarizing scores from student evaluations

Question	Course #1	Course #2	Course #3	Course #4	etc	Average per question
1						
2						
3						
etc						
Average per class						