

**California State Polytechnic University, Pomona
College of Agriculture
Plant Science Department**

**Policy on the Appointment and Evaluation of Temporary Faculty
As revised on: Dec. 4, 2018**

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.

I. INITIAL APPOINTMENT OF TEMPORARY FACULTY

A. Potential temporary faculty must be interviewed by the Department Chair (or designee). Candidates will be selected on the basis of the following criteria:

1. Quality and quantity of educational training in the subject area(s) to be taught for *undergraduate coursework*: M.S. degree or higher is required, except in specific circumstances when a B.S. degree with extensive and specific experience is sufficient to teach a certain course.
2. Quality and quantity of educational training in the subject area(s) to be taught for *graduate coursework*: M.S. degree plus significant industry experience required, Doctorate preferred.
3. Quality and quantity of teaching experience, especially in the subject area(s) to be taught.
4. Professional recommendations, including those submitted in writing and those solicited orally.
5. Evidence of continued professional development and engagement in the discipline.

II. REVIEW OF TEMPORARY FACULTY

A. The Department's Temporary Faculty Evaluation (TFE) Committee is comprised of three tenure-track faculty within the department, or within the Huntley College of Agriculture if there are not sufficient tenure-track faculty numbers within the department available to fill the committee. The TFE committee will *annually* evaluate all temporary faculty. This will be completed during spring semester, using the Annual Periodic Evaluation of Temporary Faculty form (Appendix 27B). This written evaluation, signed by the TFE Committee members, the Department Chair, and the temporary faculty member, is due to the Huntley College of Agriculture Dean's office by June 30 of each year.

B. The annual review will be conducted during spring semester using materials from the current academic year's current and previous quarters or current and previous semesters at the time of submission of review packet. **Deadline for submission of**

review materials is the first Monday in May. Please refer to section below for more information regarding temporary faculty eligible for an initial or subsequent 3-year appointment. Packets must be submitted to the Department Chair via the Department Administrative Support Coordinator. The review of temporary faculty members will be conducted by the TFE Committee. Further review by the Department Chair will also be conducted only if the Chair is not a member of the latter. The TFE will prepare an evaluation report using the Annual Periodic Evaluation of Temporary Faculty Form (Appendix 27B).

C. Each temporary faculty member must submit an electronic packet to include the following:

1. A one to two page self-evaluation document for the review period discussing Teaching Performance against the criteria in Appendix 1 in this document and including the following items:
 - a.) Teaching methodology/innovations. Recommendations for improvement from past reviews need to be addressed.
 - b.) Student evaluation scores (include all results available for the last three quarters or two semesters at the time of submitting the packet). Discussion of proposed actions by temporary faculty when scores don't meet minimum established by the Department (2.75 or lower).
 - c.) Peer observations (include all observations available for the current academic year at the time of submitting the packet)
 - d.) Other assigned duties specifically defined and described in the letter of appointment or contract
 - e.) Service to the University, student organizations, or other activities
 - e.) Evidence of maintaining currency in one's teaching assignment or content area, which includes, but is not limited to, evidence of professional development and/or scholarly and creative activities.
2. 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.
3. Copy of the peer observation(s) using the approved department Peer Observation Form (see Appendix 2 of this document).
4. Copy of the syllabus from each different course taught during the academic year. Syllabi must conform to the approved Expanded Course Outlines (ECOs).
5. The TFE Committee may request exams, handouts and additional materials upon initial review of the packet.

Temporary faculty will be evaluated based on the below criterion:

- Student Evaluations conducted on all (non-supervisory) courses taught. A score of 2.75 or better is required for all Student Evaluations.
- One or, for instructors teaching every quarter or semester, two peer evaluations of teaching per academic year with an overall rating of satisfactory or better (See Appendix 2).
- Other activities may also be considered where the temporary faculty member has made such contributions, including, but not limited to, service to the institution or profession and scholarly contributions.
- 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 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. Since the review must include the latest spring quarter or semester (for those with spring appointments), the Dean's review will not be available until after receipt of the spring student evaluations have been processed (early in the summer semester).
- Please refer to the appropriate University Academic Policy (and Articles 12.12, 15 (d), 15.28 and 15.29 of the Collective Bargaining Agreement for further information (http://calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/).

Appendix 1: Performance Requirements and Evaluation Criteria for Temporary Faculty

1. In their annual submission, the faculty member should provide evidence that shows capability in two areas. They are:
 - a. Overall teaching ability
 - b. Provision of up-to-date, industry relevant course content
2. Candidates must demonstrate that he/she has met criteria (a) through (h) to satisfy reappointment requirements.
 - a. Clear, organized, concise course syllabi
 - b. Presented course material in a clear and effective manner
 - c. Clear directions and grading criteria for assignment sheets
 - d. Shown that lecture/laboratory/activities meet the course objectives
 - e. Apply knowledge from current research and industry practice in their courses and utilize effective pedagogical strategies, including evidence-based assessment, to facilitate student learning.
 - f. Incorporated material/training which prepares students for apparel industry positions and post baccalaureate education.
 - g. Developed industry-relevant course materials for classes taught.
 - h. Contributed to course or curriculum development related to the mission of the Department
3. The TFE COMMITTEE evaluation of teaching performance shall be recorded in the candidate's PAF file. Evaluation of teaching will include, but not be limited to the self-evaluation provided by the candidate, a statement summarizing and interpreting the results of student evaluations, peer evaluations, signed student comments, other comments, a comparison of student evaluations, peer evaluations, and other supporting evidence for teaching.
4. The primary form of evaluation for teaching will be by peer review. Reviews will be carried out on one class per quarter or semester. Over the academic year, it must not be carried out on the same course twice. Mandatory reviews will only be conducted during fall, winter and spring quarters or fall and spring semesters, due to availability of faculty. Faculty will be required to provide their reviewers with supporting documents, including a copy of the syllabus, relevant assignments and exams, and access to their course Blackboard site.
5. Candidates need to conduct student evaluations for each taught class each quarter or semester. Feedback from these evaluations will be considered alongside peer review in the evaluation of teaching effectiveness.

6. In reviewing student feedback, the TFE COMMITTEE will evaluate a candidate's student evaluations as follows:
 - a. The overall average rating is calculated from statistics used and printed on the computer printout summaries.
 - b. For each question, the deliberations are based on a comparison of the departmental norm with the candidates evaluation score.
 - c. A lower score is a better rating. Very good (1) is the lowest numeric value, but the highest rating, while very poor (5) is the highest numeric value, but the lowest rating.
 - d. Any TFE COMMITTEE evaluation across courses can be analyzed thematically by question (e.g., question #2 all courses evaluated) and/or analyzed individually by class.

Appendix 2: Peer Review of Teaching Form

The peer evaluation will be based on the following:

1. Review of course materials
 - a. Review of course Syllabi and Expanded Course Outline,
 - b. Review of resources utilized (e.g. text, readings, speakers, site visits, library resources)
 - c. Review of assignments and exams.
 - d. Evidence that faculty member has integrated current thinking or developments into the course.
 - e. Instructional approach(es) used (e.g. face-to face, hybrid, online, explanation, demonstration, collaboration, inquiry-based learning)
2. Classroom visit(s) by peer evaluator

FACULTY MEMBER NAME:	
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1. Review of Syllabus, Resources, Assignments, Instructional approach*

Course Designation (e.g. PLT 1000 Sem/ Year

Items	Scale*	Needs improvement	Satisfactory	Meets expectations	Exceeds expectations
Syllabus					
Resources**					
Assignments					
Instructional approach(es)					
Integration of current thinking or developments					
Overall Evaluation					

- Rubric to be developed

** The Peer Evaluator should either be added to the course Blackboard site prior to the evaluation or the instructor should meet with them to lead them through the site until they are satisfied they have sufficient perspective to support the above assessment.

Reviewer comments on above (mandatory)

Instructor comments on above (optional)

2. Classroom Visit(s)

Criteria	Needs improvement	Satisfactory	Meets expectations	Exceeds expectations	Not Applicable
Clarity and effectiveness* of presentation					
Coordination of lecture and activity/ laboratory, if applicable					
Clear objectives set for the class period					
Content appropriate to course objectives.					
Objectives set for the class were met					

* Appropriate to class level, logical and engages the students.

Reviewer comments on above (mandatory)

Instructor comments on above (optional)

Instructor's Name/ Course/ Date Class Observed _____

Evaluator's Name/Date Given to Instructor* _____

Instructor's Signature of Receipt/Date* _____

* Instructor & Evaluator must meet within 5 days of classroom visit to finalize peer review form.

Appendix 27B:

<http://www.cpp.edu/~faculty-affairs/documents/appendix27b.pdf>