

Draft April 9, 2018

ECONOMICS DEPARTMENT CRITERIA
for the
APPOINTMENT and EVALUATION of TEMPORARY FACULTY
California State Polytechnic University, Pomona
EFFECTIVE FALL 2018

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 and Section 305.15 of the University Manual cover the evaluation of temporary faculty.

INITIAL APPOINTMENT OF TEMPORARY FACULTY

Only individuals who are members of the Economics Department's Temporary Faculty Pool are eligible for assignment as need arises. To be included in this pool, applicants must submit a completed application, at least three letters of recommendation, a completed Academic Employment Form, and an official transcript showing the highest degree earned.

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 qualification is an MS or MA in Economics.
2. Quality and quantity of teaching experience, especially in the subject area(s) to be taught.
3. Professional recommendations, including those submitted in writing and those solicited orally.
4. Evidence of continuing professional development in the discipline.

REAPPOINTMENT OF TEMPORARY FACULTY

New temporary faculty will have one of their classes peer-reviewed during their first semester of employment. Temporary faculty will also have peer-review of one of their classes the year before they receive a three-year contract (the sixth year teaching, or the third year if renewing a three year contract). Peer evaluations should be addressed to the colleague evaluated, but the original copy of this letter, signed by both the evaluator and evaluated will be delivered to the CLASS Dean's office within one week of when completed, to be placed in the faculty member's official Personnel Action File of the evaluation letter.

The Department's Temporary Faculty Evaluation Committee will *annually* evaluate all temporary faculty during Spring Semester, using the Annual Periodic Evaluation of Temporary Faculty form. The review period will be the academic year. This written evaluation, signed by the Temporary Faculty Evaluation Committee members, the Department Chair, and the temporary faculty member, is due to the College of Letters, Arts and Social Science (CLASS) Dean's office by the end of Spring Semester.

Temporary faculty must submit an Annual Evaluation Portfolio, no later than by the *tenth Friday of Spring Semester*. This Portfolio will include a brief description of how the six criteria below have been satisfied as well as copies of the relevant material for the first three criteria. It will also include copies of student evaluation summaries for each class taught in the preceding Spring, Fall and Winter. Temporary faculty members shall keep copies of all student evaluation summaries and peer evaluation letters. The Temporary Faculty Evaluation Committee's written evaluation will be given to the temporary faculty member by the end of the *fourteenth Friday of Spring Semester*. Temporary faculty may respond to the written evaluation and must sign and return their evaluations by the end of finals week.

The Temporary Faculty Evaluation Committee's written evaluation will assess the temporary faculty member's teaching based on six criteria: **(1) student course evaluations** for every course taught for the Economics Department; which should average a score of 2.10 or less (on the department's 13-item course evaluation form) to be considered "satisfactory," with a 2.11-2.40 score viewed as "marginally satisfactory," and a score of 2.41 and above seen as "unsatisfactory;" temporary faculty will provide written and/or electronic copies of student evaluation summaries with commentary explaining any results outside the norm; **(2) peer reviews** if any (copies of signed written evaluations of peer class observations); **(3) teaching-related course materials** (including innovative use of various teaching tools adapted to both the specific nature of the course), which are expected to conform to departmental standards as set forth in departmental course outlines; **(4) student engagement in and outside the classroom**, as evidenced by course assignments, activities, and assistance during office hours that enhance student learning, participation, and involvement; **(5) grading standards** that conform to departmental norms, where the average GPA grade for most General Education courses falls between 2.5 and 3.0, and the average GPA grade for most major courses falls between 2.7 and 3.2. Note, all lecturers are responsible for posting the final student grades by the scheduled due date. According to the College of Letters, Arts, and Social Sciences' policy, failure to submit final grades in a timely fashion will constitute unsatisfactory performance; and **(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.

If the Department Chair is not a member of the Temporary Faculty Evaluation Committee, then they shall provide a written commentary or statement of agreement addressing the Temporary Faculty Evaluation Committee's evaluation of the temporary faculty member.

Salary Step Increases 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.

CAREFUL CONSIDERATION

In assigning courses available to temporary faculty members, the Economics 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 signed (located in the CLASS Dean's Office). 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 starting date and depth of experience (i.e., accumulated WTUs).

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. For further information, please refer to the appropriate University Academic Policy <https://www.cpp.edu/~faculty-affairs/evaluation/index.shtml> ; and the CBA, Articles 12.12, 15.28 and 15.29 <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml> .

RANGE CHANGE OF TEMPORARY FACULTY

Note, for consideration of a request for range elevation, The College of Letters, Arts and Social Sciences requires a Range Elevation Package that minimally includes:

- Application
- Peer Evaluations
- Course Evaluations (minimum of 10)
- Curriculum Vitae
- Committee Recommendation
- Chair Recommendation (if Chair is not part of the Committee)

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 engagement in and outside the classroom,
- student course evaluations,
- 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, 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 evaluations,
- 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, 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 evaluations,
- 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.