

**English and Modern Languages Department
California State Polytechnic University, Pomona**

**Criteria for Appointment and Evaluation of Temporary Faculty
Effective Fall 2018**

The following criteria for the appointment, evaluation, and retention of temporary faculty (henceforth to be referred to as lecturers) address four basic needs:

1. Appointment of new lecturers from the list of active pool members;
2. Evaluation of lecturers, including peer and student evaluations;
3. Re-appointment of lecturers; and
4. Movement on the salary schedule by range change and/or Salary Step Increase (SSI).

The minimal requirements for admission to the lecturer pool are the possession of an MA degree in area of specialization—rhetoric and composition; linguistics; TESOL; literature; or modern languages—or MA in related field and relevant teaching experience; and completion of the application process. The following criteria supplement the CLASS Guidelines for the Appointment of Temporary Faculty, which are available from the Dean’s Office.

Initial Hiring Criteria

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

- Quantity and quality of educational training in the subject area/s to be taught. Usually, the minimum qualifications are an MA/MFA degree.
- 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.
- Evidence of familiarity with and willingness to use relevant technology for the classroom.

In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the CBA takes first precedence and the University Manual takes precedence over this document. Article 15 of the CSU/CFA contract and Section 305.15 of the University Manual cover the evaluation of temporary faculty.

The English and Modern Languages Department will conduct annual periodic reviews of lecturers each spring semester by tenured faculty. **The review cycle begins each fall and ends at the close of the spring semester.** All lecturers who teach are required to ensure that student evaluation of teaching is conducted on their behalf. The results of these evaluations are placed in their Personnel Action Files. Student evaluations should represent the scope of a lecturer’s teaching assignment. This department requires that

- a. Student evaluations be conducted for all courses assigned by each program within the department and taught in each semester; and
- b. All student evaluations conducted be submitted for periodic evaluation.

As of Fall 2014, the department has determined that on the eleven (11) items constituting the “Course-Oriented” section (#s 6-10) and the “Instructor-Oriented” section (#s 11-16), the score of all eleven (11) items averaged together should be 2.0 or better (i.e., lower). Scoring patterns that are .5 or more above this mean do not meet department expectations. (E.g., if the mean across all sections of the same course is 2.0, a 2.5 does not meet expectations.) Scoring patterns above

the mean across all sections of the same course by .5 or more will be reviewed individually and contextualized with reference to other evaluative evidence of the individual's teaching effectiveness. In this spirit of fairly evaluating teaching effectiveness, the EML Department recognizes the legitimacy of complementing student evaluations with peer observations. Both the department and individual lecturers have the option to request one or more class observations on an annual basis. Following such a request, each lecturer will be notified five (5) days prior to the visit and will receive a report in writing from the full-time faculty observer within two weeks after the class visit. It is recommended that a discussion be held between the full-time faculty observer and the lecturer to be observed prior to the class visit.

Grading Policy

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.

Careful Consideration

In assigning courses available to lecturers, official Personnel Action Files must be reviewed and the PAF Log signed (located in College office). The Order of Assignment for offering work per the CBA will be followed (<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>). Careful consideration will be exercised on the basis of a number of factors, including starting date and depth of experience (i.e., accumulated WTUs).

Lecturers 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 lecturer has performed satisfactorily before an initial or subsequent 3-year appointment may be issued. Please refer to the appropriate University Academic Policy (http://www.cpp.edu/~faculty-affairs/documents/section305_15.pdf), and Articles 12.12, 15.28 and 15.29 of the Collective Bargaining Agreement for further information: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>.

Evaluation

The following criteria reflect the Department's conviction that, as teaching is the primary function of any lecturer, it must be weighed most heavily. The criteria also reflect the Department's conviction that demonstrated ongoing efforts to stay current (scholarly and pedagogically) in the area(s) of one's teaching are essential for sustaining and enhancing teaching effectiveness and therefore should count in the appointment, reappointment, and evaluation of lecturers. (For additional information regarding items that need to be submitted for the annual evaluation, please consult the current EML Lecturer Guide).

I. Weighing of Evaluation Criteria

A. Hiring of New Applicants from the Temporary Faculty Pool

Academic Preparation and Qualifications in the area of specialization, as needed by the department:	80%
Previous Teaching Experience in area of specialization:	20%

B. Review and Re-Appointment of Temporary Faculty

Teaching Performance:	90%
Professional Development:	10%

II. Standards for Satisfaction of Criteria

Measures of Teaching Performance Currency in the field that is reflected in teaching:

- Overall command of subject matter;
- Adherence to departmental curriculum standards and outcomes
- Adherence to current pedagogical standards in the field
- Clarity, currency, suitability, and innovativeness of course materials;
- Intellectual and creative ability;
- Ability to stimulate and inspire a high level of student engagement and achievement;
- Accuracy, fairness, and thoroughness in student evaluation techniques;
- Availability to students during office hours, and by phone or e-mail.

Measures of Currency in the Field as Reflected in Teaching

Note: Demonstrated efforts to stay current in one's area(s) of teaching may include but are not limited to the following:

- Participation in local teaching related activities, such as workshops at the FCDP, CPP Library or I&IT;
- Professional presentations related to one's area of teaching;
- Evidence of familiarity with and willingness to use relevant technology for the classroom;
- Continuing progress toward a doctorate or equivalent terminal degree in a field related to one's area of teaching;
- Writing and publication of scholarly articles or book reviews
- Writing/editing a book related to one's area of teaching.

Each program employing Lecturers in the department relies on yearly evaluation of course materials such as the following: syllabi; assignments; graded student work; a reflective evaluation of one's submitted materials; a rationale for a syllabus; student evaluations; and classroom observations.

III. Range Elevation on the Salary Schedule and/or Salary Step Increase (SSI)

Range elevation may occur when a lecturer is not eligible for more SSIs in his or her current range and will have been employed in his or her current range for at least five (5) years by the end of the academic year.

A lecturer may apply for range elevation on the basis of demonstrated evidence of sustained effective outstanding teaching performance and demonstrated efforts to stay current in one's area(s) of teaching.

Lecturers will be considered for a Service-based Salary Increase (SSI) after they have taught twenty-four (24) Weighted Teaching Units (WTUs) in this department and after they have satisfied the criteria for retention in this department.

Range Elevation Criteria

Movement from A to B Range; from B to C Range; from C to D Range:

A lecturer will be considered for movement on the salary schedule from the A range to B, B to C, and C to D when the faculty member is not eligible for more SSIs in the A, B, or C range and will have been employed in his or her current range for at least five (5) years by the end of the academic year. A lecturer will merit movement from one range to the next if he or she has exhibited a **pattern of effective teaching**, as evidenced by his or her periodic evaluations. A **pattern of effective teaching** refers to consistently strong annual evaluations, as opposed to effective teaching achieved sporadically or confined to a single evaluation period.

Effective teaching will be judged by the lecturer'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, that address course/program learning outcomes,
- support of student scholarship and professional development,
- 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 or professional conferences; publication of scholarly articles, books, or book reviews; or creative work related to one's area(s) of teaching.

In addition, the College of Letters, Arts and Social Sciences requires a Range Elevation Package that minimally includes:

- Application
- Committee Recommendation
- Chair Recommendation (if Chair is not part of the Committee)
- Course Evaluations (minimum of 10)
- Peer Evaluations (depending on department procedure)
- CV