

**DEPARTMENT OF GEOGRAPHY AND ANTHROPOLOGY  
CRITERIA FOR APPOINTMENT AND EVALUATION  
OF TEMPORARY FACULTY**

Revised: May 2018. Implementation to begin with Fall 2018

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

1. Initial hiring of new lecturers;
2. Periodic evaluation of lecturers;
3. Re-appointment of lecturers; and
4. Movement on the salary schedule by range change and/or Salary Step Increase (SSI).

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.

### **1. Initial Hiring Criteria for Temporary Faculty**

Only individuals who are members of the department's Temporary Faculty Pool are eligible for initial assignments as the need arises. To be included in the Temporary Faculty 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 criteria:

- Quantity and quality of educational training in the subject area/s to be taught. The minimum qualification is an MA/MS 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 and willingness to use relevant technology for the classroom.
- Evidence of willingness of working with a diverse student body

### **2. Evaluation of Temporary Faculty**

In accordance with Article 15, the department will conduct an annual periodic review of all temporary faculty. A Temporary Faculty Evaluation Committee (TFEC), approved by a majority vote of the probationary and tenured faculty members will be elected during the fall quarter. Membership of the committee is restricted to two or more full-time tenured faculty members to include the department Chair. The TFEC will select its own chair. FERP faculty during the teaching terms can also serve on or chair TFEC.

Evaluation of lecturers will be based on instructional performance, as attested in an evaluation package to be submitted by the lecturer, and on professionalism and responsiveness in communication regarding course assignments, the evaluation process, and other departmental matters as may concern the lecturer. The evaluation of each lecturer's instructional performance will include peer review(s) and student evaluations of instruction, plus the consonance between course syllabi and the expanded course outline, reading assignments and testing materials, grading practices, instructional innovations in teaching, and such other relevant considerations as may be documented by the lecturer in her/his self-evaluation. Details of the required evaluation package are given in Section II below.

### **I. Guidelines for Periodic Evaluation:**

- A. Time frame (scope of evaluation): The time period to be evaluated, and about which the packages must be organized, is always the current academic year, beginning with each fall term and concluding at the end of each spring term.
- B. Lecturers who teach one or more classes for the department during the current academic year must submit an evaluation package.
- C. Delivery and Response Timeline – All events take place during Spring Term each year  
Friday of the 6<sup>th</sup> week Spring Term -- Evaluation packages due to Administrative Support Coordinator in the department office
  - Weeks 7-10 – Temporary Faculty Evaluation Committee (TFEC) reviews packages
  - Week 10—Lecturer is notified if additional information is needed for the review, this will be submitted by end of week 11.
  - Week 12 – Committee's recommendation and review due to lecturer
  - Week 14 -- Lecturer signs the evaluation form and submits with response (if any) to Department chair.
  - End of 15th Week -- Evaluations due in the Dean's office.

Spring student evaluations are added to the annual evaluation and placed in the lecturer's personnel action file by the Dean's Office when they become available. Lecturers will receive a copy of the spring evaluation through distribution by the department.

If relevant, a copy of the reply/rebuttal statement shall accompany the Evaluation Package and Departmental Response. The Lecturer may request an opportunity to discuss the Departmental Response with the Evaluation Committee. At each stage of the evaluation, the lecturer has 10 working days to read, respond in writing, and sign the evaluation.

### **II. The Evaluation Package**

The evaluation package must include the following four items:

- A. A one-page self-evaluation of his/her teaching contributions to the department spanning the review period. Peer evaluations and student evaluations will be addressed in the self-evaluation. If relevant, plans to improve instructional performances should be discussed. Other professional and related activities related to teaching, and conducted during the review period may also be addressed. A printed version of this document will be submitted.
- B. Copies of course syllabi and examples of other pertinent course materials (tests, handouts, writing assignments, etc.) for each course (if a lecturer taught 5 sections of ANT xxx, only one set of materials need to be submitted) taught during the review period. These supplemental materials

may be submitted in a digital form. These materials will be made available for the reviewers to review but will not be included in the review package submitted to the dean's office.

C. Student evaluations:

1. Shall be required for all courses taught.
2. The approved department form for student evaluation must be used.
3. All summary sheets for the student evaluations completed during the period of evaluation will be included in the evaluation package. Individual student evaluations should not be included.

D. Peer Review:

1. Lecturer evaluation packages should include one or more peer reviews. No later than the second week of the term, lecturers should contact the discipline coordinator of potential class/date/time the peer evaluation could be conducted. The discipline coordinator will forward the information to reviewers and find someone who is available to conduct the peer evaluation.
2. For hybrid or face-to-face classes, peer reviews of lecturer teaching must include in-classroom observation and review of the syllabus and other teaching materials. For online classes, the lecturer should provide opportunities for the reviewer to review both teaching materials and delivery of the class, including interactions with the students.
3. Peer reviews of lecturers will be conducted by a tenured, tenure track, or FERP faculty member in the Department
4. Peer reviewers of lecturers must complete the department's peer review scoring sheet and the following timeline and procedure should be closely observed:
  - The evaluation sheet with the reviewer's signature should be submitted to the department office within 5 working days of the review. The reviewer is encouraged to have a face-to-face meeting with the lecturer; however, the lecturer is not required to sign the evaluation form during the meeting.
  - After it is logged into the tracking system, the review sheet will be placed in the lecturer's mailbox and the sheet must be signed by the lecturer with optional rebuttal letter and return it to the department office within 5 working days. The lecturer should make and keep a copy to be included in the evaluation package.
  - The department will send the original copy to the dean's office as soon as it is turned in with both signatures to be placed in the Faculty Personal File.

### III. Standards for Satisfaction of Criteria

The TFEC will consider overall performance when arriving at a decision regarding satisfactory performance that will be reported in the TFEC's evaluation summary of the instructor. Among the factors to be considered will be:

1. Complete, correct and timely submission of required periodic evaluations
2. 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.
3. Conscientious communication and responsiveness to queries from the department
4. Overall mean student evaluation scores no greater than 1.0 standard deviation above the disciplinary (subject) mean, which can be found on the student evaluation summary sheet.
5. Peer evaluation overall scores averaging 20 or better (i.e. higher)
6. Qualitative teaching factors:
  - Overall command of subject matter

- Clarity and organization of course materials
- Intellectual and creative ability
- Ability to stimulate and inspire a high level of student involvement and achievement
- Accuracy, fairness, and thoroughness in student evaluation techniques
- Availability to students during office hours, and by phone or e-mail. Temporary faculty members shall maintain a minimum of 48 minutes of scheduled, synchronous, and posted (online and by the office) office hours per week per 3-unit course taught. At least half of the required hours must be face-to-face and the minimum face-to-face office hour shall not be less than 48 minutes per week, regardless of the teaching mode of courses.

### 3. Reappointment of Lecturers

Careful Consideration: In assigning courses available to temporary faculty members, the Geography and Anthropology Department follows the guidelines of the current CBA. The Chair begins by reviewing the annual evaluations conducted during the preceding quarters and reviewing application materials of all prospective new temporary faculty members. Official Personnel Action Files (PAFs) will be 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

(<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 WTU's).

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](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>.

### 4. 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 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 thirty-six (36) Weighted Teaching Units (WTU's) in this department and after they have satisfied the criteria for retention in this department.

#### Range Elevation Criteria

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 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)
- Student Evaluations (minimum of 10)
- Peer Evaluations (depending on department procedure)
- CV