

**Department of Philosophy**  
**California State Polytechnic University, Pomona**  
**Criteria for Appointment and Evaluation of Temporary Faculty**  
**Effective Fall 2018**

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The following sets of criteria address four basic needs: (1) appointment of new temporary faculty members from the list of active pool members; (2) evaluation of temporary faculty, including by peer and student reviews; (3) re-appointment of temporary faculty; and (4) movement on the salary schedule by range change and/or Salary Step Increase (SSI). The criteria reflect the Department's conviction that, as teaching performance is the primary function of any temporary faculty member, it must be weighted most heavily, but also that evidence of efforts to remain current in the areas of one's teaching should count in the appointment, reappointment, and evaluation of temporary *faculty members*.

**Criteria for admission to the temporary faculty pool**

The minimal requirements for admission to the temporary faculty pool are:

1. ABD in Philosophy
2. Completion of the application process.

These requirements supplement the CLASS Guidelines for the Appointment of Temporary Faculty, which are available from the Dean's Office.

**Criteria For Evaluation of Temporary Faculty**

**New Applicants:**

Prior Relevant Teaching Experience

**Review and Re-Appointment of Temporary Faculty:**

Teaching Performance (as measured by II (A) and II (C) below)

**I. Weighting of Evaluation Criteria.**

(A) *Hiring of New Applicants from the Temporary Faculty Pool*

Previous Teaching Performance:	50%
Academic Preparation and Qualifications (as measured by II(B)):	30%
Ability to Stay Current in the Field as Demonstrated in Teaching (as measured by II(C)):	20%

(B) *Review and Re-Appointment of Temporary Faculty*

Teaching Performance (as measured in II(A) below):	80%
Ability to Stay Current in the Field as Demonstrated in Teaching (as measured in II(C) below):	20%

**II. Measures for evaluation criteria**

(A) Measures of Teaching Performance

- Ability to stimulate and inspire a high level of student involvement and achievement [Student Evaluation of Teaching (SET) items 1, 2, 5, 8, 11, 13, 14/Peer evaluation]
- Timeliness and informativeness of feedback on student work [SET item 3]
- Fairness and consistency of evaluation of student work [SET item 10]
- Clarity of organization of in-class and/or on-line activities [SET item 4/Peer evaluation]
- Clarity of communication of course goals and expectations [SET item 7/Peer evaluation]
- Availability to students during office hours, and by phone or e-mail [SET item 6]
- Enthusiasm and engagement [SET item 9/Peer evaluation]
- Willingness to consider divergent points of view [SET item 12/Peer evaluation]
- Overall command of subject matter [Peer evaluation]
- Versatility with regard to the range of courses the instructor can teach

(B) Measures of Academic Preparation and Qualifications

At least ABD in Philosophy  
Relevance of graduate coursework to course(s) to be taught

(C) Efforts to Improve Teaching as Indicated by:

1) Content Mastery – maintaining currency in the area(s) in which the instructor teaches; examples include but are not limited to:

- Continuing progress toward a doctorate in philosophy
- Attendance and/or participation in professional societies, professional conferences and other academic gatherings related to the instructor's area of teaching
- Professional presentations related to the instructor's area of teaching on campus, or at other universities or schools or to community organizations
- Writing and publication of scholarly articles in areas related to courses taught

AND

2) Pedagogy – examples include but are not limited to:

- Demonstrated efforts to improve teaching (for example, through use of programs offered by the Faculty Center for Professional Development)
- Familiarity with and use of BlackBoard, Cal Poly Pomona's basic e-learning environment, including teaching of hybrid or online courses
- Use of any one of a range of web-based teaching technologies, including but not limited to streaming technologies, SoftChalk, Wimba, Adobe Connect, Blackboard Collaborate.

Annual periodic reviews of temporary faculty will be conducted by the Philosophy Department each spring semester. The Department Chair will initiate the process of having student course surveys conducted each semester in all the courses taught by a temporary faculty member. All course evaluations conducted must be submitted for periodic review.

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://www.cpp.edu/~academic-programs/univ-manual/overview/academic-manual.shtml>), 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/](http://calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/)).

The department has determined that scores on the Student Evaluation of Teaching (SET) form which are below 1.5 indicate areas of excellence and that scores above 2.5 indicate areas of concern that must be addressed by the temporary faculty member. A majority of the scores on the SET above 2.5 during the period of review indicate unsatisfactory performance. The department recognizes that SET is but one measure teaching

performance. Thus, temporary faculty will also be peer reviewed. The Department's expectation is that there will be peer evaluations of most courses taught during the initial semester(s) of a temporary lecturer's appointment. The necessity of peer evaluations subsequent to the first year of teaching will be determined by the Part Time Oversight Committee (the Temporary Faculty Review Committee). Moreover, the department also considers efforts to stay current in the areas in which one teaches, faculty development, as it pertains to teaching, efforts to incorporate appropriate technology in the classroom, and efforts to respond to previous periodic reviews in assessing the overall performance of temporary faculty.

### **III Careful Consideration**

Official Personnel Action Files must be reviewed and the PAF Log signed (located in College office) and the Order of Assignment for offering work per the CBA will be followed ([http://calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/2012-2014/](http://calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/)). Careful consideration will be exercised on the basis of a number of factors as described in Sections I and II, along with breadth of teaching experience in the Department and elsewhere, and consequent preparedness to teach a variety of the Department's lower and upper division teaching needs, starting date, and depth of experience (i.e., total number of accumulated WTU's).

### **IV. Movement on the Salary Schedule and/or Salary Step Increase (SSI)**

Range changes may occur when a temporary faculty member is not eligible for more SSIs in their current range and will have been employed in their current range for at least five years by the end of the academic year.

Movement on the salary schedule from the A range to the B range may be based upon: 1) an earned degree, or 2) teaching performance and other elements of professional development, as described below.

The Philosophy Department will recommend that a lecturer be moved from the A to the B salary range upon demonstrated completion of the relevant terminal degree, usually the Ph.D.

To qualify for a change from range A to range B or from range B to range C when a newly earned degree is not a factor, a temporary faculty member shall provide evidence of excellence in teaching, and shall also demonstrate a continuous record of professional activity in support of the teaching assignment. Excellence in teaching and professional activity in support of the teaching assignment must be demonstrated using the evaluation criteria and standards listed above in sections I and II. With respect to SET scores, the department requires an overall average SET score of 2.0 or below during the period under review, and demonstrated efforts to respond to concerns raised in periodic evaluations.

In addition to the requirements mentioned above, the College of Letters, Arts and Social Sciences requires that a Range Elevation Package include at least the following:

1. Application
2. Committee Recommendation
3. Chair Recommendation (if the Chair is not part of the Committee)
4. Course Evaluations (minimum of 10)
5. Peer Evaluations
6. CV.

Temporary faculty may request consideration for a Service-based Salary Increase (SSI) after they have taught 36 Weighted Teaching Units (WTUs) at Cal Poly Pomona. The 36 WTUs must have been taught in the Philosophy Department or an equivalent unit at Cal Poly Pomona, without a break in service, and since the initial appointment or since the last step increase. The temporary faculty member must have satisfied the criteria for retention in the Philosophy Department at Cal Poly, Pomona.