

**California State Polytechnic University, Pomona
Department of Theatre
& New Dance**

**Criteria for Appointment and Evaluation
Temporary Faculty
Effective: Fall 2016
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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 following criteria for the appointment, evaluation, and retention of temporary faculty address four basic needs:

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

I. Initial Appointment of New Temporary Faculty

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
2. Quantity and quality 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.

II. Evaluation of Temporary Faculty

Temporary Faculty will be evaluated via student evaluations, peer evaluations, review of course materials and syllabi, and continued professional activity in support of teaching.

1. Student Evaluations

- a. Student evaluations of teaching effectiveness, using the standardized departmental instructional assessment form, will be administered. The overall average score of 1-2 = satisfactory; 2.1-2.5 = marginally satisfactory; 2.51-5 = unsatisfactory. Consistent scores in the marginally satisfactory and unsatisfactory range will have a negative impact for employment. Faculty must administer a student evaluation for every course taught.
- b. Temporary Faculty Evaluation Committee (TFEC) will analyze and interpret of student evaluation(s) for each course evaluated.

2. Peer Evaluations

Temporary faculty who teach more than 3 WTUs per review cycle (calendar year) must have a peer review completed by a tenure-track faculty member using the official department form. This will consist of at least one classroom visit and a review of course syllabus and related materials. As part of the peer evaluation, the TFEC will use the following questions to help assess teaching performance:

- a. Is the temporary faculty member knowledgeable and current in the course's subject matter?
 - b. Does the lecturer present the course's subject matter in an interesting, engaging manner?
 - c. Does the temporary faculty member make efficient and effective use of class time?
 - d. Is the temporary faculty member organized in presenting course materials (*e.g.* organization of lectures, activities, etc.)?
 - e. Does the temporary faculty member challenge students at an appropriate level?
 - f. Does the temporary faculty member encourage class participation?
 - g. Does the temporary faculty member encourage and respect diverse points of view?
 - h. Is the temporary faculty member responsive to student questions and comments?
 - i. Does the temporary faculty member treat all students with respect and dignity?
3. Continued Professional Activity in Support of Teaching:
- a. Updated vitae
 - b. Demonstrated effort to stay current in the field.
4. Periodic Review Requirements
- a. Temporary Faculty Evaluation Committee (TFEC) consisting of at least two tenured faculty members, will be elected by the tenured/tenure track faculty. The TFEC will select its own chair. If the department chair does not serve on this committee, he or she will write a separate evaluation.
 - b. The Temporary Faculty Evaluation Committee chair will assign tenure-track faculty members to conduct peer reviews for all temporary faculty members whose WTU assignments are 3 WTU's or more per year.
 - c. It is the responsibility of the temporary faculty member to administer student evaluations in each of their classes and to assure that all evaluations and reviews are submitted to the department by the established deadlines. Failure to follow the established policies may result in a negative review and may affect future hiring decisions.
 - d. The period of the annual review begins each fall semester and ends at the close of the following spring semester (academic year: August-May). Deadline for submission of review materials is the ninth Friday of spring semester. Materials must be submitted to the Temporary Faculty Evaluation Committee (TFEC) through the Department Administrative Support Coordinator. The review of temporary faculty will be conducted in Spring Semester by the committee and the department chair.
5. Timeline – All annual evaluation events take place during Spring Semester
- a. Ninth Friday of Spring Semester -- Evaluation packages due to Administrative Support Coordinator. This package, submitted by each temporary faculty member to TFAC, will include the following:
 1. A one-page self-evaluation for the review period, discussing: teaching performance, student evaluations, peer evaluations, professional development and/or scholarly and creative activities related to maintaining currency in one's teaching assignment or content area.
 2. The computer summary sheet of student evaluations for each class evaluated, and accompanied by a list of every class taught.
 3. Copy of the peer review using the approved department Peer Evaluation form.
 4. Course materials such as syllabi, handouts, exams, etc.
 5. A copy of the questions to which students responded for these evaluations.
 - b. Weeks 10-11 -- TFEC and Department Chair review packages
 - c. Week 12—Faculty member is notified if additional information is needed for the review, which will be submitted by end of week 12
 - d. Week 13 – Committee's and Department Chair's recommendation and review due to temporary faculty member
 - e. Week 15 -- Faculty member signs the evaluation form and submits with response (if any) to TFEC chair -- TFEC chair forwards any responses to Department chair.

- f. End of 15th Week -- Evaluations due in the Dean's office. If a faculty member is NOT teaching during spring semester, the committee and the chair recommendations will be mailed together.

The committee will conduct an evaluation of all the above materials and write a recommendation based on that evaluation and submit all materials to the chair.

The Department Chair will conduct an evaluation of the above materials and write a recommendation based on that evaluation.

The lecturer will be given a copy of the evaluations and will have 10 days to respond in writing. A copy of the response must accompany the evaluation to the next level and eventually to the Personnel Action File (PAF).

Full-time lecturers and lecturers who may be eligible for initial and subsequent 3- year appointments will be evaluated by the Dean as well as the department evaluation committee and the Department Chair.

The form for periodic evaluations of lecturers is Appendix 27b.

IV. Movement on Salary Schedule by range change and/or Salary Step Increase (SSI).

Temporary faculty will be considered for a Service-based Salary Increase (SSI) after they have taught 36 Weighted Teaching Units (WTU's) in this department and after they have satisfied the criteria for retention in this department.

1. Movement on Salary Schedule from A Range to B Range:

Range changes may occur when a temporary faculty member is not eligible for more SSI's 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 earned degrees or teaching performance and other elements of professional development in support of the teaching area.

The College guidelines for movement on the salary schedule from the A range to the B range based upon earned degrees following initial appointment are:

- a. Master's Degree: Temporary faculty who were appointed with a bachelor's degree may request an increase to range/step A/5 upon award of a master's degree if they are not currently at that step.
- b. Doctoral (or Terminal Master's) Degree: Temporary faculty who have completed a doctoral (or terminal master's) degree since initial appointment in the College may request a one step increase and change to the B range. Temporary faculty who are at A/9 may request a range/step change to B/1. If they have also taught 36 WTU's since appointment at A/9, they may, at the same time, request a Service- based Salary Step Increase (SSI). If receipt of a Faculty Merit Increase has advanced an employee beyond the A/9 salary cap prior to receipt of the doctorate, movement based on receipt of the doctorate would be made to the appropriate equivalent salary step on the B range.

Additional Criteria for Range Change Consideration:

- a. Display significant professional experience in support of the teaching area: private teaching; acting, designing, directing, vocal coaching, writing.
- b. Consistent student evaluations in the 1-1.75 range. (10 or more)
- c. Consistent positive peer evaluations. (5 or more)

2. Movement on Salary Schedule from B Range to C Range:

Range changes may occur when a temporary faculty member is not eligible for more SSI's 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 B range to the C range may be based upon earned degrees or teaching performance and other elements of professional development in support of the teaching area.

Criteria for range change consideration:

- a. Meet requirements for movement from A to B Scale.
- b. Display significant professional experience, research, or creative experience in support of the teaching area.
- c. Consistent student evaluations in the 1-1.5 range (10 or more evaluations)
- d. Consistent positive peer evaluations (7 or more evaluations)

3. In addition to the criteria specified above, 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