

# **Geological Sciences Department Lecturer Evaluation and Review Procedures For Academic Years 2018-2019 through 2022-2023**

The following policy applies to all lecturers in the Geological Sciences Department. The purpose of this document is to promote the professional development of our lecturers. The goals are to provide clear expectations for our temporary faculty, create a mechanism for constructive feedback to help them achieve those expectations, and apply a fair and consistent procedure when making decisions regarding one-year and three-year appointments. This document specifies the procedures to be followed that meet the University Manual (UM) and Collective Bargaining Agreement (CBA) requirements. The CBA is the controlling document in the event of discrepancies or ambiguities that might surface in the language of the evaluation procedures and criteria outlined below. Throughout this document, the Geological Sciences Department is referred to as the "department", and part-time temporary lecturers are referred to as "lecturers". "One academic year" refers to Fall and Spring semesters; e.g., Fall 2018 plus Spring 2019. All references to specific numbered "Sections" refer to this Lecturer Evaluation document.

## **1. General Evaluation Process**

**1.1** Lecturers shall be evaluated upon teaching two consecutive semesters during one academic year in the department. Evaluations will typically be conducted during the Spring semester and based on courses taught during the previous two semesters (Fall and Spring). For lecturers eligible for cumulative review (Section 7.3), additional materials will be evaluated for the current Spring semester. (CBA 15.28 and 15.29)

**1.2** All lecturers shall be evaluated at a specified frequency (Section 2), with evaluations conducted by a department evaluation committee (Section 3).

**1.3** Evaluations shall be based on specific criteria (Section 4).

**1.4** Evaluations shall include assessment of teaching performance and assessment of any other assigned duties specifically described in the letter of appointment (Sections 5 and 6). (UM 305.15)

**1.5** Evaluations shall be conducted according to a clearly defined timeline (Section 7).

**1.6** The evaluation period shall include all courses taught since the last evaluation. The first evaluation of a lecturer shall include all courses taught as a lecturer in the department.

**1.7** Evaluation procedures, criteria, and timelines shall be made available to lecturers

within 14 days of the first day of instruction of the academic term. There shall be no change to the criteria and procedures during the evaluation process. (CBA12.2, UM 305.11)

**1.8** Prior to any evaluation, lecturers shall be given no fewer than 14 days to provide course syllabi and other documents specified in Sections 4-6.

**1.9** Evaluations shall be reported on **Appendix 27B**, a standard university form, and shall include the information described in Section 4.

**1.10** At each level of the evaluation, lecturers shall have an opportunity to read and discuss the evaluation with the Evaluation Committee or the department chair and to submit a response or rebuttal that shall accompany the evaluation. (CBA 15.5, UM 305.11)

**1.11** A copy of the evaluation with all responses and rebuttals shall be placed in the lecturer's Personnel Action File. (CBA 15.8 and 15.27, UM 305.15)

**1.12** The Personnel Action File (PAF) should be reviewed and the PAF log signed.

**1.13** Results of evaluations will be used in making decisions regarding one-year and three-year appointments. (CBA 12.12 and 12.29)

**1.14** In addition to academic background and teaching experience, results of evaluations will be used to determine if a lecturer is qualified to teach a specific course. (CBA 12.29)

**1.14** Results of evaluations may be used in decisions to recommend or deny a range elevation. (CBA 12.16 to 12.20)

## **2. Frequency of Evaluations**

**2.1** Lecturers teaching two consecutive semesters during one academic year shall be evaluated. (CBA 15.23 and CBA 15.24)

**2.2** Lecturers with a one-year appointment shall be evaluated at least once each year. (UM 305.15)

**2.3** Lecturers with a three-year appointment shall be evaluated at least once during the term of their appointment (at least once every three years). (CBA 15.26, UM 305.15)

**2.4** Lecturers appointed for less than two semesters may be evaluated at any time at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. Such evaluations should follow the procedures specified in this document. (CBA 15.25, UM 305.15)

**2.5** Lecturers may request an evaluation at any time. (CBA 15.25, UM 305.15)

### **3. Evaluation Committee**

**3.1** The Evaluation Committee shall consist of a minimum of two full-time tenured faculty members. No non-tenured faculty members may serve on the committee. (UM 305.11 and 305.15)

**3.2** The committee members may be elected by the department or chosen by the department chair, but the method of selecting the committee members must be approved by majority vote of probationary and tenured faculty members in the department. (UM 305.15)

**3.3** Members of the Evaluation Committee shall select one member to serve as committee chair

**3.4** If insufficient tenured faculty exist to constitute a committee, the department chair may serve on the committee but may not chair the committee.

**3.5** Duties of the Evaluation Committee are to inform lecturers regarding evaluation procedures and timelines; summarize and interpret student assessment scores; evaluate materials provided by the lecturers as specified in Sections 4-6; complete the first page of Appendix 27B; and forward Appendix 27B to the department chair.

### **4. Evaluation Criteria (UM 305.15 and Appendix 27B)**

**4.1** Summaries and interpretation of the student evaluations for each course taught during the evaluation period, as described in Section 5.

**4.2** Evaluation of teaching performance based on documents such as syllabi, outlines, handouts, and other course materials provided by the lecturer, as described in Section 6.

**4.3** Self-evaluation by the lecturer (required only for lecturers eligible for a three-year appointment), as described in Section 6.3.

**4.4** A statement provided by the department chair that includes an evaluation of teaching performance, an assessment of performance of any other assigned and related duties, and a description of any documented instances of serious conduct problems. (CBA 12.12, 12.13)

### **5. Student Evaluations**

**5.1** General requirements. Failure to meet these general requirements may be considered evidence of unsatisfactory performance.

**5.1.1** Student evaluations are required for every section of every lecture and laboratory course taught during the evaluation period, as defined in Section 1.6. Student evaluations are not required for supervisory courses.

**5.1.2** Department-approved procedures (see **Appendix A**) must be followed when conducting student evaluations.

**5.2** Departmental evaluation of student assessment results shall be based on questions from the standard departmental student evaluation form (**Appendix B**) as specified in 5.4.1. All questions will be weighted equally.

**5.3** Lecturers are responsible for providing the chair of the Evaluation Committee copies of the student evaluation summary forms for all courses evaluated during that cycle. The Evaluation Committee will examine those summaries and award pertinent Evaluation Points.

**5.4** The evaluation *standard for satisfactory teaching performance* is an **average of 3.0 Evaluation Points** out of the 4 possible teaching points over the evaluation period. The procedure for awarding Evaluation Points is as follows:

**5.4.1** For each course, an average score between 1 and 5 will be computed based on equal weighting of questions on the evaluation summary. This average is calculated from questions 1-7 of the student evaluation form, for which possible student responses range from 1 = “Very Good” to 5 = “Very Poor”.

**5.4.2** Evaluation Points for each course will be awarded relative to the calculated averages:

- 1.0-1.5 average student response on assessment form = **4 points**
- 1.51-2.0 average student response on assessment form = **3.5 points**
- 2.01-2.5 average student response on assessment form = **3 points**
- 2.51-3.0 average student response on assessment form = **2.5 points**
- 3.01-3.5 average student response on assessment form = **2 points**
- 3.51-4.0 average student response on assessment form = **1.5 points**
- 4.01-4.5 average student response on assessment form = **1 point**
- 4.51-5.0 average student response on assessment form = **0.5 points**

**5.4.3** The Evaluation Committee will average the Evaluation Points awarded for each course taught during the evaluation period. The *minimum standard for satisfactory teaching performance* is an **average of 3.0 Evaluation Points**.

**5.5** Evidence of mitigating circumstances that may compensate for Evaluation Points

below the minimum standard for satisfactory performance include:

**5.5.1** Evaluation Points clearly improved during the evaluation period.

**5.5.2** Evaluation Points were below the minimum standard only in courses taught for the first time by the lecturer.

**5.6** Other signed written communications provided by students that are included in the lecturer's Personnel Action File shall be considered in the evaluation process and may provide supporting evidence for satisfactory or unsatisfactory performance. (CBA 15.17b)

**5.7** Appendix 10 of the University Manual shall govern all student assessment procedures not specified in the Appendix A to this document.

## **6. Other Documentation of Teaching Effectiveness**

**6.1** For each course taught, lecturers shall provide the chair of the Evaluation Committee a set of representative course documents, including syllabi, lecture outlines, Power Point lectures, Blackboard exercises, writing assignments, scoring rubrics, quizzes, and exams that clearly demonstrate effectiveness in teaching and a commitment to teaching excellence.

**6.2** Lecturers are expected to keep abreast of recent developments in their subject. They are encouraged to provide documentation to the Evaluation Committee of their currency in the field in which they are teaching, which may include documentation of their participation in on-campus conferences or workshops as well as other evidence of professional development.

**6.3** Lecturers eligible for a three-year appointment shall submit a one-page self-evaluation highlighting their accomplishments and areas of improvement during the preceding three years as well as remaining challenges and specific goals for continued maintaining currency in the field in which they are teaching.

**6.4** Signed written communications provided by tenure-stream faculty that are included in the lecturer's Personnel Action File shall be considered in the evaluation process and may provide supporting evidence for satisfactory or unsatisfactory performance. (CBA 15.17b)

## **7. Timeline of Evaluation Process (CBA 15.4, UM 305.11 and 305.15)**

**7.1** Evaluations will be conducted annually during the Spring Semester, and based on courses taught during the previous two semesters (Fall and Spring). Although student evaluation scores will not yet be available for the current Spring Semester, course

materials and other documentation related to ongoing teaching assignments shall be included in the evaluation of lecturers undergoing cumulative review (Section 7.3).

## **7.2 General Timeline for evaluations:**

*End of 2<sup>nd</sup> week of Spring Semester.* The Evaluation Committee provides evaluation procedures, criteria, and timeline to all lecturers with active 1-Year, 3-Year, and Full-Time contracts. The Committee also notifies other lecturers eligible for 1-Year contracts who have not been previously evaluated that they should submit course documents and evidence of professional activities, as described in Sections 4-6. The Committee should be available to answers questions about the evaluation procedure.

*End of 5<sup>th</sup> week of Spring Semester.* Deadline for lecturers to submit documents described in Sections 4-6.

*End of 12<sup>th</sup> week of Spring Semester.* Deadline for Evaluation Committee to complete Appendix 27B forms and submit evaluation to each lecturer under review. Lecturers then have one week to acknowledge the Evaluation Committee report, and/or submit a response or rebuttal if desired.

*End of 15<sup>th</sup> week of Spring Semester.* Deadline for department chair to write a separate assessment and submit evaluation to each lecturer under review. Lecturers then have one week to submit a response or rebuttal to the department chair's assessment.

*End of Spring Semester.* Completed evaluation report and signed lecturer response or rebuttal is placed in the lecturer's Personnel Action File.

**7.3** 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 evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6-year or 3-year qualifying period. Student evaluations from the last (current) Spring semester of the cumulative review period will be included in this evaluation. 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. (CBA 12.12, 15.28 and 15.29)

**7.4** Evaluations conducted at other times of the year by request of the department chair or the lecturer would follow a similar procedure.

**7.5** Regardless of the academic term in which an evaluation is conducted or who requested the evaluation, specific dates for each step in the evaluation timeline shall be made available to lecturers no later than 14 days before the evaluation process begins.

## Appendix A:

### Instructional Assessment by Students: Procedure for Administering Assessment Forms

- Approximately 10 minutes before the end of the class meeting, identify a student volunteer to distribute and collect the Instructional Assessment Forms. Provide this student with an envelope with the instructor's name, class number, subject area (course prefix, e.g. GSC), catalog number (e.g. 1110), course name, and the quarter and year. Ask the student to collect the completed forms, place them in the labeled envelope, and immediately deliver the envelope to the Geological Sciences Department office (Room 8-243). In lieu of using students, the instructor may request the evaluation be conducted by a faculty colleague or graduate teaching associate. If the Geology Office door is locked, the students should either slide the Instructional Assessment Forms under the office door, or turn in the forms to the Geology Office the next business day.
- Read the following statement: *"This is an instructor evaluation. Your serious response to the questions on the form will assist in improving the quality of instruction. DO NOT WRITE COMMENTS ON THE BACK OF THE FORM. After completing the questionnaire, return the forms to the person conducting the evaluation."* **The instructor must then leave the room.**
- If an instructor wishes, a separate sheet may be provided to students for written comments. Written comments may be completed after students have submitted the Instructional Assessment Form. Students may sign their comments.
- Remind students that the instructor will not be given the results of the assessment until after grades are turned in.
- If there are two or more instructors in the course, two or more sets of evaluation forms will be distributed. Be certain that students understand the each evaluation is for a specific instructor (instructor name is indicated at the top of the form).
- It is recommended that evaluations be administered as close to an instructor's last participation in the course as possible.
- The department-approved form for Instructional Assessment by Students is provided in **Appendix B**.

# Appendix B: Sample Student Evaluation Form for GSC Courses

Class Climate	CPP - College of Science - Geological Sciences - Student Evaluation	SCANTRON
TERM:	CLASS NBR:	
INSTRUCTOR:		
COURSE:		

Mark as shown:      Please use a ball-point pen or a thin felt tip. This form will be processed automatically.  
 Correction:      Please follow the examples shown on the left hand side to help optimize the reading results.

## 1. Student Evaluations

### **ATTENTION STUDENTS - PLEASE READ BELOW BEFORE PROCEEDING!** **INSTRUCTIONS AND PROCEDURES**

In no manner should you identify yourself on this form.

Place no written comments on this form - the university no longer accepts these and the comments will be erased. (Instructors do not see these comments).

Should you wish to write constructive comments about the course or instructor those should be submitted on a SEPARATE sheet of paper and submitted separately to the Chair of the Geological Sciences Department. All written comments must have the instructor name, course, and must be signed by yourself.

The instructor should not be present when the evaluation is conducted

A student or other suitable administrator should conduct the evaluation.

The designated evaluation administrator is responsible for the collection and return of the evaluations in the envelope provided to the Geological Sciences Dept. 8-242 (M-F 8-4pm, if no one is in the office please slide under door if possible).

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1.1 Instructor presented class material in an organized manner	<input type="checkbox"/>					
1.2 Instructor explained concepts and work assignments clearly	<input type="checkbox"/>					
1.3 Instructor responded well to questions	<input type="checkbox"/>					
1.4 Exams and quizzes were representative of the subject matter presented	<input type="checkbox"/>					
1.5 Instructor provided useful feedback on student work	<input type="checkbox"/>					
1.6 Overall, the instructor was an effective teacher	<input type="checkbox"/>					
1.7 I gained meaningful geoscience knowledge and/or skills in this class	<input type="checkbox"/>					



**APPENDIX 27B  
PERIODIC EVALUATION OF TEMPORARY FACULTY  
California State Polytechnic University, Pomona**

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Period Covered by Evaluation \_\_\_\_\_

**DEPARTMENT COMMITTEE EVALUATION OF TEACHING PERFORMANCE**

A. Student Evaluations (Required for all temporary faculty)

1. Course(s) evaluated by students during evaluation period:

2. Summary and interpretation of student evaluations (Please attach appropriate documentation).

B. Evaluation of teaching performance based on other factors (Such as classroom observations by faculty, syllabi, outlines, examinations, handouts and other course materials.)

C. Summary Statement (Required for full-time faculty)

D. Signatures of the Members of the Department Committee

_____	_____
_____	_____
_____	_____

E. Date Evaluation Prepared \_\_\_\_\_

I have read and received a copy of this evaluation and understand that it will be placed in my Personnel Action File. I understand that I have ten (10) calendar days from the date below to submit a response or rebuttal statement to the Chair of the Department's Evaluation Committee.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

**DEPARTMENT CHAIR'S STATEMENT**

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

I have read and received a copy of this evaluation and understand that it will be placed in my Personnel Action File. I understand that I have ten (10) calendar days from the date below to submit a response or rebuttal statement to the Department Chair.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

**DEAN/DIRECTOR** (Check applicable boxes and provide comments)

- Annual Evaluation (required for full-time temporary faculty)
- Initial 3-year Entitlement Evaluation (Articles 15.20(d) and 15.28 of the CBA)
- Subsequent 3-year Entitlement Evaluation (Articles 15.20(d) and 15.29 of the CBA)

**DEAN/DIRECTOR'S STATEMENT/COMMENTS**

Check Relevant Box Below If This Evaluation is for Determination of Initial 3-year Entitlement <u>OR</u> Subsequent 3-year Entitlement		
<input type="checkbox"/>	Satisfactory	Issue 3-year entitlement
<input type="checkbox"/>	Unsatisfactory – see reason for determination above (Dean/Director's Statement)	Do not issue 3-year entitlement

\_\_\_\_\_  
Signature of Dean/Director

\_\_\_\_\_  
Date

I have read and received a copy of this evaluation and understand that it will be placed in my Personnel Action File. I understand that I have ten (10) calendar days from the date below to submit a response or rebuttal statement to the Dean or Director.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\*CBA refers to the CSU/CFA Collective Bargaining Agreement

Appendix 27B-2