

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
COLLEGE OF ENGINEERING

**DEPARTMENT OF MECHANICAL ENGINEERING**  
**CRITERIA FOR THE PERIODIC EVALUATION OF TEMPORARY FACULTY**  
2013/2014 Academic Year

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## SECTION I – INTRODUCTION

The periodic evaluation of temporary faculty members is an important faculty responsibility. The evaluation process is the mechanism by which we ensure the quality and promote the development of our temporary faculty, and thereby assure educational quality for our students. It is the department faculty who are in the best position to provide clear expectations, create an environment conducive to achieving expectations, and render the most informed evaluation of the faculty member. This Department Criteria for Periodic Evaluation of Temporary Faculty Document communicates department expectations and procedures to the department faculty, faculty candidates, and the Dean of the College. University policies, including the Unit 3 Collective Bargaining Agreement (CBA), in particular Article 15 of the 2012-14 contract, and Section 305 and Policy 1329 of the University Manual, define university procedures and expectations. Departmental documents must only supplement and may not conflict with these policies. In the event of discrepancies, the CBA takes first precedence and university policies take second precedence over departmental policies.

Temporary faculty member shall be provided a copy of this document, including procedures and timelines, within 14 days of the start of their first quarter at Cal Poly Pomona. It is recommended that department criteria be maintained on the department web page so that they are available to candidates for faculty positions. The primary purpose of this document is to articulate clearly what the department expects of its temporary faculty members. These expectations must be stated with sufficient clarity and specificity that the faculty member under evaluation is able to plan his/her activities around them. Department criteria should be consistent with department and college mission, vision, goals, and accreditation standards.

### I.1. Definitions.

Section 305 of the University Manual provides an overview of evaluation procedures. Some of the more important definitions are provided here.

- a) The Mechanical Engineering Department Periodic Evaluation Committee (PEC) is responsible for the periodic evaluation of temporary faculty members. Members of the Periodic Evaluation Committee must be full-time tenured faculty members, and are elected by the tenured and probationary faculty of the department. A faculty member on professional leave (sabbatical or difference-in-pay) may serve if elected and willing. The Mechanical Engineering Department RTP Committee shall act as the Mechanical Engineering Department Periodic Evaluation Committee for the evaluation of temporary faculty members.
- b) Criteria are the expectations articulated in this document and in Section 305.15 of the University Manual.
- c) Student evaluation of teaching is governed by Policy 1329 of the University Manual.
- d) Peer evaluation of teaching is the responsibility of the PEC and includes a classroom visit, review of course syllabus, outlines, handouts, exams & other teaching materials, and a written report.
- e) The faculty member under evaluation shall use the department criteria in effect at the time of his/her initial appointment. Current procedures and policies apply.

## **I.2. Department Philosophy.**

The Mechanical Engineering Department derives strength and identity from a collegial faculty having diverse academic, professional, social and ethnic backgrounds. We believe that this blend of characteristics, backed by strong academic credentials and a depth of professional/industrial experience, provides a fertile learning environment for our diverse student population - whether they are academically or professionally inclined. To maintain this balance, all faculty evaluation efforts will focus on those individuals having appropriate educational credentials and relevant experience, and will be conducted in compliance with equity and diversity guidelines. Moreover, the department shall strive to encourage and retain faculty members who:

- a) exemplify excellence in teaching,
- b) continually strive to remain technically competent in the subject area that they teach,
- c) have excellent oral and written communication skills,
- d) have developed a cooperative working relationship with the faculty, staff and students, and
- e) possess skills and/or experience which compliment the existing faculty and thereby enhance the depth and diversity of the department.

The department philosophy is consistent with the mission and vision of the College of Engineering, reproduced below for reference:

### **MISSION:**

"The mission of the Cal Poly Pomona College of Engineering is to produce well-qualified engineering graduates who are ready for immediate and productive entry into the workforce or for graduate studies. The college does so by providing practice-oriented education based on sound engineering principles and applications, while also emphasizing the teamwork, communication and creative skills needed to be leaders in a global society."

### **VISION:**

"The Cal Poly Pomona College of Engineering strives to be a leader in providing relevant and rigorous engineering education in a learning-centered environment. As such, the college endeavors to offer programs and curricula that are up-to-date, globally competitive, and supported by strong ties to educational and industrial partners, while maintaining a community of students, staff, and faculty who are talented, successful, and reflect the diversity of California."

## **SECTION II – PROCEDURES**

Section 305 of the University Manual and CBA Article 15 describe the evaluation process.

### **II.1. Full-time and Part-time Temporary Faculty (not Y-3)**

- Evaluation of full-time temporary faculty members appointed for three or more quarters, regardless of break in service, shall include student evaluation of teaching performance for those with teaching duties and/or evaluation of other assigned duties specifically defined and described in the letter of appointment or contract, evaluation by the PEC and evaluation by the Dean (Article 15.23).
- Evaluation of part-time temporary faculty members appointed for three or more quarters,

regardless of break in service, shall include student evaluation of teaching performance for those with teaching duties and/or evaluation of other assigned duties specifically defined and described in the letter of appointment or contract, evaluations by the Dean and/or Department Chair, and an opportunity for evaluation by the PEC (Article 15.24).

- Full-time and part-time faculty members appointed for three or more quarters, regardless of break in service, shall be evaluated once each year.
- Temporary faculty members appointed for two quarters or less shall be evaluated at the discretion of the Department Chair, the Dean, or the PEC. The faculty may request that an evaluation be performed (Article 15.25).
- A written record of periodic evaluation shall be placed in the faculty member's Personnel Action File (PAF). The temporary faculty member shall be provided a copy of the written record of the evaluation.

## **II.2. Three-Year Appointment (Y-3)**

- Temporary faculty members holding a three-year appointment shall be evaluated at least once during the term of their appointment, and may be evaluated more frequently upon the request of either the employee or the President (Article 15.26).
- Temporary faculty members holding a three-year appointment must be evaluated in the third year of the appointment (Article 15.29). A faculty member eligible for a three-year appointment must be evaluated in the academic year preceding the issuance of a three-year appointment (Article 15.28).
- Evaluation of temporary faculty members shall include student evaluation of teaching performance for those with teaching duties and/or evaluation of other assigned duties specifically defined and described in the letter of appointment or contract, evaluation by the PEC, and evaluation by the Dean.
- For faculty members teaching 36 or more units per academic year, peer evaluation by the PEC shall be done once per academic year. For faculty members teaching less than 36 units per academic year, peer evaluation by the PEC shall be done once during the term of their appointment as described above.
- The evaluation shall rate the faculty member as either satisfactory or unsatisfactory. Satisfactory rating may include narrative comments including constructive suggestions for development.
- A written record of periodic evaluation shall be placed in the faculty member's Personnel Action File (PAF). The temporary faculty member shall be provided a copy of the written record of the evaluation.
- The periodic evaluation shall consider the employee's cumulative work performance (three years for faculty with a three-year appointment, entire qualifying period for the new appointment).
- A three-year appointment shall be issued if the faculty member is determined by the Dean to have performed in a satisfactory manner in carrying out the duties of his or her position. The determination shall be based on the contents of the Personnel Action File (PAF). Where the Dean determines that a temporary faculty member has not performed

his or her duties in a satisfactory manner, then the reasons for his or her determination shall be reduced to writing and placed in the PAF.

### **II.3. Department Procedures.**

The ME Department RTP Committee (DRTPC) will act as the Periodic Evaluation Committee (PEC) for the evaluation of temporary faculty members. It will consist of full-time tenured faculty members elected by the appropriate constituency of probationary and tenured faculty of the department. The DRTPC will have five members including the Department Chair, elected by secret ballot (with the exception of the Chair) before the end of winter quarter each year. Shortly thereafter, the duly elected members will meet to elect a chairperson, who will also act as the Chair of the PEC, and shall assume primary responsibility for ensuring compliance with the various provisions of this document and Section 305 of the University Manual. These responsibilities specifically include:

- Initial Appointment:
  - Ensures that faculty members have a copy of this document. This document includes the applicable departmental criteria used for performance evaluation.
- Throughout the year:
  - Ensures that peer evaluations are conducted for all eligible faculty members under evaluation. Ensures that peer evaluation reports are provided to candidates in a timely manner—within 2 weeks of a classroom visit—and that the reports are complete.
- Early Spring Quarter:
  - Prepares the department evaluation based upon student input, peer evaluation and adherence to the criteria described in this document. The timeline for this evaluation is presented in section III.2.
  - Forwards the department evaluation to the Dean's office.

### **II.4. Student Evaluation of Teaching.**

Solicited in-class student evaluations and unsolicited student comments will be used as one of the performance metrics for assessing the level of teaching effectiveness for faculty members under review.

DESIGN - The Mechanical Engineering Department will utilize a standardized computer tabulated questionnaire of its own design (see Appendix A). Although individual faculty members may design and administer their own evaluation instruments, those cannot be used in place of, or as a supplement to, the required standardized departmental questionnaire. The results of any such informal evaluation are entirely for the use of the individual faculty member and cannot be placed in his/her Personnel Action File (PAF) or included in the evaluation of a temporary faculty member.

ADMINISTRATION - ME 400, 461 and 462, as well as EGR 481 and 482 are not eligible courses for this purpose. Lecture and laboratory sections of a particular course are considered as separate courses for this evaluation process. Student evaluations shall be conducted in accordance with Policy 1329 of the University Manual. Under the current CBA, each faculty member is required to conduct a student evaluation in each class, every quarter, and is solely

responsible for insuring that they are properly administered and that the results are forwarded to the ME Department.

INTERPRETATION AND UTILIZATION - The computer tabulation of numerical averages serves as an adequate quantitative summary of each student evaluation. As part of each evaluation, the PEC will provide a written interpretation of these summaries characterizing the level of performance in terms of departmental standards and expectations. In this summary, any perceived deficiencies or areas of concern, as well as suggestions for remediation and/or improvement, will be specifically identified.

INDIVIDUAL STUDENT EVALUATION OF TEMPORARY FACULTY- Although individual student comments are welcomed at any time, such submissions must be entirely unsolicited and cannot be anonymous. In no case shall an individual faculty member selectively solicit such input.

### **II.5. Peer Evaluation of Teaching.**

Peer evaluations will be used as a tool for assessing the level of teaching effectiveness. Faculty members on a three-year appointment (Y-3) who teach 36 or more units per academic year shall have one peer evaluation done during each academic year. Faculty members on a three-year contract (Y-3) who teach less than 36 units per academic year shall have one peer evaluation done during each contract period.

For all full-time and part-time temporary faculty members, more than the minimally required number of peer evaluations may be done at the discretion of the Department Chair, the Dean or the PEC.

All such evaluations will include a classroom visit of no less than 50 minutes, and an examination and review of the course syllabus as well as other pertinent teaching materials such as student assignments, handouts, and visual aids. The peer evaluation must be summarized in a written report to be discussed with the faculty member within two weeks of the classroom visit. The faculty member must sign the evaluation form and has the right to respond in writing to the peer evaluation within ten working days of receiving the evaluation. It is the responsibility of the PEC Chair to forward the peer evaluation, and the faculty member's response, to the Department Office and Dean's office for placement in the candidate's PAF. The evaluation form used for the peer evaluation process is attached in Appendix B.

## **SECTION III – CRITERIA FOR EVALUATION**

### **III.1. Elements of Performance and Evaluation**

The temporary faculty member under review must demonstrate effectiveness in teaching as a necessary prerequisite for any positive evaluation or personnel action. Teaching effectiveness will be evaluated based on items such as the following:

- a) Knowledge of the subject matter being taught, and the relationship of this subject to other courses, as evidenced by such metrics as peer and student evaluations.
- b) Standards and evaluation methods consistent with the expectations of the ME Department.
- c) Attainment of course objectives as described in the Expanded Course Outline.
- d) Classroom and laboratory performance, including clarity, organization, method of presentation, student interaction and rapport, reaction to questions, use of homework, and the use of the blackboard, examples and teaching aids, as evidenced by such metrics as peer and student evaluations.
- e) Maintenance of students' interest in the subject material, and use of real world applications and examples in lectures.
- f) Availability to students outside of class through the maintenance of regular office hours in accordance with current university requirements.
- g) Updating existing courses by incorporating new information, presenting new analytical methodologies, and/or implementing new teaching methodologies.
- h) Demonstration of continued improvement in course preparation and presentation. Both peer and student evaluations should be used to assess the effectiveness of improvement.

Faculty members renewing their three-year appointment, or who are eligible for a three-year appointment, will also be evaluated based on items such as

- i) Receipt of an outstanding teacher award and/or significant contributions to teaching which have received formal recognition.
- j) Demonstrable evidence of incorporation of research in the curriculum.
- k) Curricular development and enhancement.
- l) Participation and presentations in conferences, seminars, and workshops, which enhance teaching effectiveness.
- m) Project advising, and thesis committee membership at the graduate level.

For faculty members with duties specifically defined and described in the letter of appointment or contract, the success and the extent to which these duties are carried out will also be evaluated.

### **III.2. Evaluation Timeline**

The PEC shall prepare the university standard Periodic Evaluation of Temporary Faculty Form (Appendix 27B of the University Manual) by the end of the third week of the Spring Quarter. This form documents the faculty member's performance according to the evaluation criteria described above. This form shall be forwarded to the Department Chair for review and comment by the end of the fifth week of the Spring Quarter. It will then be forwarded to the Dean for

review and comment by the end of the seventh week of the Spring Quarter. When the Dean's evaluation is complete, the form will be forwarded to the faculty member for review. The faculty member will then have ten days to comment on the evaluation and sign the form. It will then be placed in the faculty member's Personnel Action File.

SECTION IV. APPENDICES

Appendix A. Student Evaluation Form (Lecture)

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# Student Evaluation Form (Laboratory)

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1	How well did the instructor prepare for the lab?					<input type="radio"/>																																																																																																																																
2	How well did the instructor define and meet objectives of the lab?					<input type="radio"/>																																																																																																																																
3	How well does the instructor inspire interest in the lab?					<input type="radio"/>																																																																																																																																
4	How helpful and available is the instructor for consultation during the lab and office hours?					<input type="radio"/>																																																																																																																																
5	How would you evaluate the time spent outside the lab for data analysis and report writing?					<input type="radio"/>																																																																																																																																
6	"Lecture/Lab combo classes" How well did the lab coordinate with and reinforce the lecture?					<input type="radio"/>																																																																																																																																
7	How clearly were the experimental procedures/directions written?					<input type="radio"/>																																																																																																																																
8	Were graded lab reports returned in a timely fashion for future use/feedback?					<input type="radio"/>																																																																																																																																
9	How would you rate this instructor compared to other instructors?					<input type="radio"/>																																																																																																																																
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**Appendix B. Peer Evaluation Form**

**California State Polytechnic University, Pomona  
Mechanical Engineering Department  
Class Visitation Evaluation Sheet**

Name of Instructor: \_\_\_\_\_

Class Visited: \_\_\_\_\_ Room Number: \_\_\_\_\_

Date and Time of Class Visit: \_\_\_\_\_

Before visiting an instructor's class, give him/her a note or memo requesting a copy of the course syllabus. Attach the syllabus to this form. Also, inform him/her when you will be visiting the class. Please discuss your visit and evaluation with the instructor as soon as possible.

1. When you visited the class, did the lecture topic roughly agree with the syllabus?  YES  NO  
COMMENTS:

2. Was the instructor well prepared?  YES  NO  
COMMENTS:

3. Was the instructor effective in explaining the course material  YES  NO  
COMMENTS:

4. Did the instructor make satisfactory use of the class period?  YES  NO  
COMMENTS:

5. General comments on the instructor's strong points:

6. Suggestions for improvement:

Evaluator: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date of Discussion: \_\_\_\_\_