

## UNIVERSITY MANUAL, SECTION 305

### 305 Performance Evaluations

#### 305.15 Periodic Evaluation of Temporary Faculty Members

Full time temporary faculty members appointed for three or more quarters, regardless of a break in service, shall be evaluated once in each academic year. More frequent evaluations may be required by the department or requested by the temporary faculty member.

Part-time faculty members appointed for three or more quarters, regardless of a break in service, shall be evaluated each year. More frequent evaluations may be required by the department or requested by the temporary faculty member.

Part-time faculty members appointed for two quarters or less shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The part-time faculty member may request that an evaluation be performed.

The evaluation committee may be elected by the department, appointed by the chair or chosen by some other means. The choice of how to select the committee must be approved by majority vote of the probationary and tenured faculty members in each department or equivalent unit. Membership on the committee shall be restricted to the full-time tenured faculty members of the department and there shall be a minimum of two members.

Evaluation of temporary faculty members shall only include an assessment of teaching performance and/or other assigned duties specifically defined and described in the letter of appointment or contract. The evaluation criteria and procedure shall include as a minimum the following:

- 1) Summaries and interpretation of the student evaluations of the faculty member being evaluated.
- 2) Evaluation of teaching performance based on syllabi, outlines, handouts and other course material.
- 3) A statement prepared by the department chair which shall also include an assessment of the faculty member's performance with regard to the assigned and related duties, if any, in addition to an assessment of the teaching performance.
- 4) In the case of full-time temporary faculty members (full-time teaching load for three quarters during the academic year) a statement prepared by the dean/director.

Periodic evaluation of temporary faculty members shall be reported on the university standard form in Appendix 27B or an equivalent form approved by the department or the equivalent unit. If a different form or document is used, it shall

include all applicable elements as specified above, including signatures of all evaluators.

The Department or equivalent unit in consultation with the Dean/Director shall develop and specify a timeline for conducting periodic evaluation of lecturers. At each level of evaluation, the appropriate committee or administrator may develop their own timeline for conducting the evaluation. Evaluation at all levels shall be completed within the specified time period.

Prior to the award of an initial 3-year contract or its renewal, a cumulative periodic evaluation of the entire qualifying period must be conducted (CBA 12.12, 15.20(d) and 15.28). For those already holding a three-year appointment, the evaluation shall be conducted in the third year of the appointment. The evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit and evaluations by the Dean/Director. The evaluation shall rate the temporary faculty employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. A three-year appointment shall be issued if the temporary faculty unit employee is determined by the Dean/Director to have performed in a satisfactory manner in carrying out the duties of his/her position. Where the Dean/Director determines that a temporary faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action file.

The evaluation of temporary faculty members shall terminate at the Dean/Director's level.

A copy of the evaluation results as well as all responses and rebuttal statements as described in Section 305.11 shall be placed in the temporary faculty member's Personnel Action File.