

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
COLLEGE OF BUSINESS ADMINISTRATION
TECHNOLOGY AND OPERATIONS MANAGEMENT DEPARTMENT

Policy for Periodic Evaluation of Temporary Faculty Members

I. Mission

The mission of the Technology and Operations Management (TOM) department is to prepare graduates for careers managing service and production operations in small and large companies, national and international businesses, not-for profit institutions, and government. Students concentrating in TOM are provided a broad background to the field, after which they choose one of the two areas within which to specialize (Supply Chain Management and Operations Management). Students concentrating in E-Business focus on the application of information and communication technologies (ICT) in supporting the activities of a business.

The TOM Department focuses on improving the critical thinking and analytical abilities of the students and the role of technology and scientific management methods in business decision making. Heavy emphasis is placed on the application of technology for helping managers plan, analyze information, make decisions, and communicate.

The criteria for periodic evaluation of the temporary faculty members are based on the faculty member's contribution to the above stated mission of the TOM Department.

II. Scope and Purpose

This document explicitly describes the TOM Department's evaluation process and the criteria for periodic evaluation of the temporary faculty members.

Full-time temporary faculty members appointed for two (2) or more semesters, regardless of a break in service, must be evaluated in accordance with the periodic evaluation procedure.

Part-time temporary faculty members appointed for two (2) or more semesters, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure.

Temporary faculty members holding three-year appointments shall be evaluated in the last year of their current three-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. Temporary faculty members holding three-year appointment may be evaluated more frequently upon the request of either the employee or the Dean of the College of Business.

A temporary faculty unit employee appointed for one (1) semester shall be evaluated at the discretion of the Dean, Department Chair, or the Department Temporary Faculty Evaluation (TFE) Committee. The faculty member may request that an evaluation be performed.

It is intended that periodic evaluations of the temporary faculty member's performance will be made upon pre-established and well-understood criteria, and that the faculty member will be aware of the department criteria that will be used in the evaluation process.

III. Composition, Organization, and Operation of the Department TFE Committee

A. Eligibility for Department TFE Committee Membership

1. Only full-time tenured faculty members are eligible for the Department TFE Committee membership
2. Individuals on an administrative assignment of 0.6 or more shall be excluded from service on the Department TFE Committee

B. Election of Department TFE Committee

During the fall semester of each academic year, the TOM department shall elect a Department TFE Committee. The minimum size of the committee shall be three (3). The size and membership of the committee shall be determined by the majority vote of the tenure-line (probationary and tenured) faculty members of the department. The chair of the Department TFE Committee shall be elected by the majority vote of the committee members.

C. Operation of Department TFE Committee

The TOM Department Chair shall initiate the TFE process no later than the end of the fifth week of the fall semester of each academic year. The notification to initiate the process shall be addressed to the Department TFE Committee chair and include the name of the temporary faculty member to be evaluated and the applicable period of evaluation.

No later than the end of the fall semester, the elected Department TFE Committee shall establish the time table for conducting the evaluation, notify the temporary faculty member, and provide a copy of the time table and this policy to the temporary faculty member being evaluated. The time table for evaluation shall be established so that the TFE evaluation process is completed no later than the end of the eleventh (11) week of the spring semester of the academic year.

IV. Department TFE Procedure

- A. The evaluation process shall require the temporary faculty member to complete the Temporary Faculty Member Performance Report (Form A) attached to this policy in accordance with the established time table.
- B. All temporary faculty members shall be evaluated by their students in each class they teach in accordance with Appendix 10 of the University Manual and the Collective Bargaining Agreement.
- C. There shall be no student evaluation of the faculty member's performance in classes with enrollment of fewer than five (5) students unless specifically requested by the

faculty member. The student evaluation results from classes with fewer than five (5) enrolled students shall not be considered by the Department TFE Committee in evaluating the faculty member's performance.

- D. Student evaluation results will be reported on the official University Instructional Assessment form. The original copy of the student evaluation results shall be provided to the temporary faculty member after the grades for the class have been assigned. In addition to the completed Form A, the temporary faculty member shall provide a copy of the summary sheet for the student evaluations for each class they taught, over the entire evaluation period, to the Department TFE committee.
- E. The teaching performance of the temporary faculty member shall also be considered by at least one classroom visitation in every academic year documented with the Classroom Performance Report. The number of classroom visitations shall be at the discretion of the Department TFE Committee. It shall be the responsibility of the Department TFE committee chair to ensure that all classroom visitations are scheduled and conducted in accordance with the University policy and the Collective Bargaining Agreement requirements.
- F. The faculty member being evaluated may optionally provide additional supplementary material which demonstrates performance with respect to the department evaluation criteria.
- G. The Department TFE Committee may at their discretion request additional material or evidence relevant to faculty member's performance evaluation. Such request shall be submitted in writing via the Department TFE committee chair and the temporary faculty member shall comply with such request.
- H. The Department TFE Committee may solicit and shall accept input from other sources which seem pertinent to faculty performance evaluation. The Department TFE Committee chair shall ensure that the faculty member being evaluated has complete knowledge of all such input. No input to the evaluation process shall be considered unless it is signed and dated. The faculty member being evaluated shall be given a minimum of 10 working days to respond and comment to any input received by the Department TFE Committee.
- I. The Department TFE Committee shall also consider signed and dated evaluation material, commentary, and substantiating documentation by students and others. The faculty member being evaluated shall be given a minimum of 10 working days to respond and comment to all such input received by the Department TFE Committee.
- J. Evaluation of a temporary faculty shall solely be based on performance at Cal Poly Pomona, TOM Department.

- K. Upon completion of the temporary faculty performance evaluation, the Department TFE Committee shall complete the appropriate sections of the Temporary Faculty Performance Evaluation Form (Form B). The evaluation package (Forms A and B along with supporting documents) shall be submitted to the Department Chair no later than the thirteenth (13) week of the spring semester of the academic year.

V. Evaluation Criteria

- A. Evaluation of temporary faculty performance shall be based on contributions to teaching.
- B. The College of Business administration AACSB accreditation standards require all faculty members (temporary and tenure-line) to maintain either Academic or Professional Qualifications (SA, SP, PA, PI) to teach in College of Business Administration. It is incumbent upon the temporary faculty member to be aware of the accreditation requirements and consult with the Department Chair and/or the College Accreditation representative, as necessary, to achieve and maintain their qualification status. Failure to achieve and maintain the status may result in unsatisfactory review recommendation from the Dean of the College.
- C. The evaluation of the temporary faculty's performance shall be based on the following criteria:
1. Students' evaluation of teaching performance.
 2. Conformance to the Expanded Course Outline for the class(es) taught.
 3. Appropriateness of the rigor of the course(s) taught.
 4. Peer report(s) of classroom performance.
 5. Responsiveness to the department and students.
- D. Data from student evaluations shall be used to calculate an overall summary measure of teaching performance.
1. For the first three years only, the overall percentage of satisfactory or higher responses (i.e. ratings was either one, two, or three) for all questions aggregated across all classes that were evaluated for the period under review on the instructional assessment (official University Instructional Assessment Form) shall not be less than 60%.
 2. Thereafter, the overall percentage should not be less than 70%.
- E. The Department TFE Committee shall review the syllabus of each class taught by the temporary faculty member and judge whether the topics covered in the course are in full conformance to the most recent Expanded Course Outline for the class.
- F. The Department TFE Committee shall review the course syllabus and any additional material such as handouts, exams as appropriate, and determine if the

level of rigor maintained in the class is satisfactory. It is incumbent on the temporary faculty member to provide any additional supporting material requested by the Department TFE Committee for evaluation of the level of rigor of the course.

- G. The ratings on the Classroom Performance Report for the classroom visitation shall indicate a minimum of "Satisfactory" in all areas.
- H. When data is available to the Department TFE Committee, it shall make a determination on the temporary faculty member's responsiveness to the department and students. The evaluation shall include but is not limited to number and frequency of class cancellations, attendance during office hours, timely response to students appropriate e-mails and inquiries, on-time assignment of grades, and on-time feedback on exams, and relevant use of class time.
- I. The Department TFE Committee shall conduct a comprehensive analysis and determine if the overall performance of the temporary faculty member is satisfactory or unsatisfactory.

VI. Savings Clause

If any provision of this document are held to be contrary to University Regulations or the California State University System Collective Bargaining agreement, such provision shall not be deemed valid and subsisting except to the extent permitted by the governing documents, but all other provisions of this document shall remain in full force and effect.

Technology and Operations Management Department
Temporary Faculty Member Performance Report
(FORM A)

Faculty Member Name: _____ Period of Evaluation: _____

- a. Please list all the classes taught during the evaluation period. (Include quarter, day and time of the class)

Quarter	Class Number <i>(i.e. TOM XXX)</i>	Course Title	Day	Time

- b. For each class indicate the percentage of students who gave a rating of satisfactory or higher (i.e. rating was one, two or three) on the official University Instructional Assessment Form and indicate the overall percentage across all classes taught.

Quarter and class number	Number of Students who completed the Instructional Assessment	Percentage of satisfactory or higher rating

Overall percentage of satisfactory or higher rating aggregated across all classes:

- c. Please provide any comments on any aspect of the evaluation criteria that you wish the Department TFE Committee consider for evaluation of your performance.

Faculty Member Signature: _____

Date: _____

Technology and Operations Management

Temporary Faculty Performance Evaluation

(Form B)

Name of Temporary Faculty Member: _____

Period of Evaluation: _____

I. Department TFE Committee Evaluation

	Satisfactory	Unsatisfactory	No Basis
a. Aggregate percentage of satisfactory or higher ratings on the official University Instructional Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Satisfactory	Unsatisfactory	No Basis
b. Aggregate results on the Classroom Performance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Satisfactory	Unsatisfactory	No Basis
c. Rigor of course(s) content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Satisfactory	Unsatisfactory	No Basis
d. Compliance to Extended Course Outline(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Satisfactory	Unsatisfactory	No Basis
e. Responsiveness to the department and student needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

f. Overall assessment of performance
Comments:

Satisfactory

Unsatisfactory

Department TFE Committee Members

Name

Signature

Date

- | | | | |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

II. Department Chair

Comments:

Overall assessment of performance

Satisfactory

Unsatisfactory

Signature: _____

Date: _____

III. Dean

Comments:

	Satisfactory	Unsatisfactory
Overall assessment of performance	<input type="checkbox"/>	<input type="checkbox"/>

Signature _____

Date: _____

Date evaluation was reviewed by the faculty member: _____

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

Faculty Member Signature: _____

Date: _____