

COMMUNICATION DEPARTMENT
ANNUAL PERIODIC EVALUATION OF TEMPORARY FACULTY
California State Polytechnic University, Pomona
2026-2027

TEACHING PERFORMANCE

1. ***Teaching-related course materials.*** Submit: **(a)** one syllabus for each *unique* course taught. If you teach multiple sections of the same course using the same syllabus, submit only one copy; **(b)** a representative sample of 3-4 assignments and/or activities for each *unique* course that demonstrate student engagement; and **(c)** 2-3 quizzes and/or exams, if applicable.

Note: These course materials will be used for evaluation purposes and must conform to departmental standards as outlined in departmental course descriptions and related materials.

2. ***Student course assessments.*** Temporary faculty are required to submit official university-issued student course assessments for *every* course they teach for the Communication Department. For reappointment, student course assessments must average between a score of “very good” to “good” (1.0 to 2.0) on all 12 items of the student course assessments. Average scores above a 2.10 are considered unsatisfactory.
3. ***Peer reviews.*** During their first semester of employment, new temporary faculty will have each unique course they teach peer reviewed. Thereafter, temporary faculty will have peer reviews periodically at the discretion of the Chair of the TFEC in consultation with the Department Chair.
4. ***Grading standards.*** Grading standards must conform to departmental norms, where the average GPA grade for most General Education (GE) courses falls between 2.5 and 3.0, and the average GPA grade for most major courses falls between 2.7 and 3.5
5. ***Ongoing professional development.*** Examples of qualifying activities include continuing education and training in one's discipline; professional presentations related to one's teaching areas (delivered to the Cal Poly Pomona campus, other educational institutions, or community organizations); presentation of scholarly papers at academic and professional conferences; and publication of scholarly articles, books, or creative work—all related to one's teaching areas.

COMMUNICATION DEPARTMENT CRITERIA
for the
APPOINTMENT AND EVALUATION OF TEMPORARY FACULTY
California State Polytechnic University, Pomona
2026-2027

Note: In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the collective bargaining agreement takes first precedence, and the University Manual takes precedence over this document. Article 15 of the CBA contract and Section 305.15 of the University Manual cover the evaluation of temporary faculty.

INITIAL APPOINTMENT OF TEMPORARY FACULTY

Only individuals who are members of the Communication Department's Temporary Faculty Pool are eligible for assignment as need arises. To be included in this pool, applicants must submit a completed application, at least three letters of recommendation, a completed Academic Employment Form, and an official transcript showing the highest degree earned.

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. Usually, the minimum qualifications are an MA/MFA degree.
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.

REAPPOINTMENT OF TEMPORARY FACULTY

New temporary faculty will have each different course they teach peer-reviewed during the first semester of employment. Thereafter, temporary faculty will have their courses peer-reviewed as determined by the Chair of the Temporary Faculty Evaluation Committee (TFEC) in consultation with the Chair of the Communication Department.

The Department's Lecturer Evaluation Committee will *annually* evaluate all temporary faculty during Spring Semester, using the TFEC evaluation form. (The review period will be on a calendar, not an academic, year basis.) This written evaluation, signed by TFEC members, the Department Chair, and the temporary faculty member, is due to the Dean's Office of the College of Letters, Arts, and Social Sciences by the end of Spring Semester. Temporary faculty must

submit the required materials listed below, no later than the due date for that specific evaluation period.

Temporary faculty members who require a periodic evaluation shall submit a “periodic evaluation report” comprised of the following sections:

1. An updated curriculum vitae. Be sure your CV reflects your ongoing professional development.
2. A self-assessment narrative, including a teaching philosophy statement, not to exceed two pages. The narrative should also address how your accomplishments support CPP’s core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility.
3. All peer classroom observations during the evaluation period, if they were conducted.
4. Official university-issued student evaluations for all courses taught during the evaluation period, with statistical summaries of student assessment scores, as defined in Policy #1329. Also submit a summary table using Excel or Word showing the average student assessment scores for all courses taught during the evaluation period.
5. Submit one syllabus for each *unique* course taught. If you teach multiple sections of the same course using the same syllabus, submit only one copy. Submit a representative sample of 3-4 assignments and/or activities for each *unique* course that demonstrate student engagement; and 2-3 quizzes and/or exams, if applicable.
6. Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period.
7. Supplementary grading standards required by the Communication Department. Submit a single table using Excel or Word that summarizes the average GPAs for *all* courses taught during the evaluation period.

Late or no submission of the required materials will result in a “not satisfactory” evaluation. Submissions missing two or more of the bulleted items above will also result in a “not satisfactory” evaluation.

The TFEC’s written evaluation will assess the temporary faculty member’s teaching based on these criteria:

1. **Teaching-related course materials**, including (a) one syllabus for each unique course taught. If you teach multiple sections of the same course using the same syllabus, submit only one copy; (b) a representative sample of 3-4 assignments and/or activities for each unique course that demonstrate student engagement; and (c) 2-3 quizzes and/or exams, if applicable.

2. **Student course assessments** for every course taught in the Communication Department during the evaluation period. For reappointment, student course assessments must average between a score of “very good” to “good” (1.0 to 2.0) on all 12 items of the student course assessments. Average scores above a 2.10 are considered unsatisfactory.
3. **Peer reviews**, during the first semester of employment, new temporary faculty will have each unique course they teach peer reviewed. Thereafter, temporary faculty will have peer reviews periodically at the discretion of the Chair of the TFEC in consultation with the Department Chair.
4. **Grading standards.** Grading standards must conform to departmental norms, where the average GPA grade for most General Education (GE) courses falls between 2.5 and 3.0, and the average GPA grade for most major courses falls between 2.7 and 3.2.
5. **Ongoing professional development**, examples of qualifying activities include continuing education and training in one's discipline; professional presentations related to one's teaching areas (delivered to the Cal Poly Pomona campus, other educational institutions, or community organizations); presentation of scholarly papers at academic and professional conferences; and publication of scholarly articles, books, or creative work—all related to one's teaching areas.

The Chair of the Communication Department, if not a member of the TFEC, will provide a written commentary or statement of agreement addressing the TFEC’s evaluation of the temporary faculty member.

Salary Step Increases will be recommended for qualified temporary faculty whose performance meets the standard of "satisfactory" or better and who have taught 24 WTUs since their last SSI or since their initial appointment.

CAREFUL CONSIDERATION

In assigning courses available to temporary faculty members, the Communication Department follows the guidelines of the current Collective Bargaining Agreement (CBA). The Department begins by reviewing the annual evaluations conducted during the preceding semesters and reviewing application materials of all prospective new temporary faculty members. Official Personnel Action Files (PAFs) are reviewed electronically through a request made to the Dean’s Office of the College of Letters, Arts, and Social Sciences. The Order of Assignment for offering work per the CBA will be followed. Careful consideration will be exercised on the basis of several factors, including the evaluation criteria listed above under **Reappointment of Temporary Faculty**, as well the Temporary Faculty member’s starting date and depth of experience (i.e., accumulated WTUs).

Temporary faculty 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 periodic evaluation shall consider the faculty unit employee’s cumulative work performed during the entire 6-year or 3-year qualifying period. 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. For further information, please refer to the appropriate University Academic Policy (http://www.cpp.edu/~faculty-affairs/documents/section305_15.pdf), and the CBA, Articles 12.12, 15.28 and 15.29 (<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>).

RANGE CHANGE OF TEMPORARY FACULTY

The College of Letters, Arts, and Social Sciences requires a Range Elevation Package that minimally includes:

- Candidate's Application
- Candidate's Recent Curriculum Vitae
- Copies of Peer Evaluations Conducted
- Copies of Course Evaluations (minimum of 10)
- Lecturer Evaluation Committee's Recommendation
- Department Chair's Recommendation (if Chair is not part of the Committee)

Movement from A to B Range

Temporary faculty who do not initially meet the criteria for B range appointment will be considered for movement on the salary schedule from the A range to B range when the temporary faculty member is not eligible for more SSIs in the A range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the A range to B range if they have exhibited a pattern of outstanding teaching, as evidenced by their annual periodic evaluations. A pattern of outstanding teaching refers to consistently strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

Outstanding teaching will be judged by temporary faculty member's

- teaching-related course materials,
- student course assessments,
- peer reviews,
- grading standards,
- ongoing professional development

Movement from B to C Range

Temporary faculty who do not initially meet the criteria for C range appointment will be considered for movement on the salary schedule from the B range to C range when the temporary faculty member is not eligible for more SSIs in the B range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the B range to the C range if they have exhibited a pattern of outstanding teaching, as evidenced by their annual periodic evaluations. A pattern of outstanding teaching refers to consistently strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

Outstanding teaching will be judged by temporary faculty member's

- teaching-related course materials,
- student course assessments,
- peer reviews,
- grading standards,
- ongoing professional development

Movement from C to D Range

Temporary faculty who do not initially meet the criteria for D range appointment will be considered for movement on the salary schedule from the C range to D range when the temporary faculty member is not eligible for more SSIs in the C range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the C range to the D range if they have exhibited a pattern of outstanding teaching, as evidenced by their annual periodic evaluations. A pattern of outstanding teaching refers to consistently strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

Outstanding teaching will be judged by the temporary faculty member's

- teaching-related course materials,
- student course assessments,
- peer reviews,
- grading standards,
- ongoing professional development