

CPP Lecturer Evaluation Process

CPP's lecturer evaluation process provides structured feedback on work performance and teaching effectiveness, supports professional development, and documents performance for continued appointments and three-year appointments. This guide covers periodic lecturer evaluations. Range elevation is a separate process governed by Policy 1332.

1. Who is evaluated and when?

Appointment situation	Required evaluation	Normal review path
Part-time lecturer appointed for one semester	Evaluation is discretionary, but the lecturer may request one.	Department-designated reviewers
Lecturer appointed for two or more semesters (AY appointment) before a three-year appointment	Annual periodic evaluation each calendar year.	TFEC + Chair if separate; Dean added for full-time cases only
Lecturer in their 6 th year who qualify for their initial three-year appointment	Six-year cumulative evaluation covering the entire qualifying period.	TFEC + Chair if separate + Dean
Lecturer in years 1–2 of a 3 AY appointment	No routine annual review; an additional evaluation may be requested by the lecturer or department/President.	As established for the requested review
Lecturer in year 3 of a three-year appointment	3 year cumulative evaluation before a subsequent 3 year appointment.	TFEC + Chair if separate + Dean

Eligible Lecturers: Faculty Affairs will confirm which lecturers are due for review in November. Faculty Affairs will send their list of eligible lecturers to department chairs for confirmation. Faculty Affairs will then open the appropriate Interfolio case in late November. Departments should not determine three-year eligibility from this chart alone.

2. Who does what?

Role	Main responsibility
Lecturer	Reviews the criteria and calendar, gathers materials, completes the self-assessment, submits the packet by the deadline, and responds to recommendations when needed.
TFEC	Applies the approved department criteria, reviews the file, and prepares the peer-level written evaluation with constructive feedback.
Department Chair	Either serves on the TFEC or prepares a separate chair evaluation. The chair may not do both in the same case.
Dean/Director	Reviews full-time annual cases and all cumulative 3 year cases, and makes the final cumulative satisfactory/unsatisfactory determination.
Department	Elects the TFEC, maintains current criteria, coordinates peer observations, and ensures reviewers have the required materials.
Faculty Affairs	Distributes the calendar and eligible lecturer list, creates Interfolio cases, and provides forms and process guidance..

3. Before the evaluation begins

1. Confirm the department criteria

The department must have an approved [Temporary Faculty Evaluation Criteria](#) Document. It is approved by a majority vote of probationary and tenured faculty and reviewed for feedback by the Dean/Director every five years.

2. Give lecturers the criteria on time

Evaluation criteria and procedures must be available to the lecturer no later than 14 days after the first day of instruction. Once the evaluation process begins, the criteria and procedures used for that cycle cannot be changed.

3. Elect the TFEC

Probationary and tenured faculty elect at least two tenured department faculty members. FERP participation is subject to the CBA, and the committee may not consist entirely of FERP faculty.

4. Clarify the chair's role

Document whether the chair will participate as a TFEC member or issue a separate chair evaluation. If the chair issues a separate recommendation, the chair does not participate in the TFEC deliberation.

5. Complete required peer observations

CPP Policy 1336 generally calls for one peer observation per calendar year unless the department decides otherwise. For a cumulative review, at least one observation is required, or more if the department criteria require it. A classroom or online observation requires at least five days' notice and consultation about scheduling.

6. Use the annual Faculty Affairs calendar

Faculty Affairs establishes the official deadlines. Interfolio cases are normally created in December, with packet submission and review occurring during the spring semester. Exact dates change each year.

4. What goes in the lecturer's packet?

Packet item	Annual review	Cumulative review
Updated curriculum vitae	Required	Required
Self-assessment narrative with teaching philosophy	Maximum 2 pages	Maximum 4 pages
Peer classroom/online observations from the evaluation period	All applicable observations	All applicable observations; minimum one unless department requires more
Statistical summaries of student evaluations	All courses taught during the evaluation period	All courses taught during the cumulative period
Syllabi, exams, and other course materials	As required by the department criteria	As required by the department criteria
Responses to formal written student input	Include when applicable	Include when applicable
Evidence for non-instructional assigned duties	Include when applicable	Include when applicable

Student-evaluation note: Anonymous narrative comments collected through regular course evaluations are provided to the instructor and dean, but CPP Policy 1329 states that they are not placed in the PAF and are not used in periodic evaluations. The numerical/statistical summaries are used.

Interfolio note: After an Interfolio section is submitted, the lecturer generally cannot edit it unless an administrator unlocks the section. Lecturers should check each section carefully before submitting.

5. Review path by evaluation type

Evaluation type	Normal sequence
Part-time annual review	Lecturer packet → TFEC peer review → separate Chair review, if the Chair is not on the TFEC → final written record in PAF
Full-time annual review	Lecturer packet → TFEC peer review → separate Chair review, if applicable → Dean/Director review → final written record in PAF
Six-year cumulative review	Lecturer packet covering the entire qualifying period → TFEC → Chair, if separate → Dean/Director final determination → PAF
Three-year cumulative review	Lecturer packet covering the entire three-year appointment → TFEC → Chair, if separate → Dean/Director final determination → PAF

Timing: The TFEC and a separate Chair review may occur during the same calendar window, but they are distinct recommendations. The current annual calendar controls the order and deadlines.

6. What are the possible outcomes?

Annual periodic evaluation

- Produces a written record of performance and constructive feedback.
- Documents teaching effectiveness and any other assigned duties under the department criteria.
- Becomes part of the lecturer's PAF and may be considered in future appointment decisions.

Six-year or three-year cumulative evaluation

- Must assess the lecturer's performance across the entire qualifying or three-year period.
- Must conclude that performance is satisfactory or unsatisfactory.
- A satisfactory final determination results in issuance of the applicable three-year appointment when the lecturer meets the contractual eligibility requirements.
- An unsatisfactory determination must include written reasons placed in the PAF.

7. Key rules reviewers should remember

Rule	What it means in practice
Use the assigned duties	Evaluate performance relative to the lecturer's actual appointment and assigned responsibilities.
Use approved criteria only	Do not introduce new expectations or change criteria after the cycle begins.
Evaluate the whole period	For cumulative cases, do not focus only on the most recent semester or isolated data point.
Treat student data as one source	Student evaluation summaries are required, but teaching effectiveness should also consider peer observations and instructional materials.
Give clear reasons	Recommendations should connect evidence to the department criteria and explain strengths, concerns, and needed improvement.
Maintain confidentiality	Committee deliberations and written recommendations are confidential and limited to authorized participants.
Avoid dual Chair roles	The Chair may participate on the TFEC or write a separate Chair recommendation, not both.

Governing resources

- [CPP Faculty Affairs: Lecturer Evaluations](#)
- [CPP Policy 1336: Periodic Evaluation of Temporary Faculty Members](#)
- [CPP Policy 1337: Timeline for Periodic Evaluation of Temporary Faculty](#)
- [CPP Policy 1329: Student Evaluation of Teaching](#)
- [CSU–CFA Collective Bargaining Agreement, Article 15](#)
- [CPP Lecturer Evaluation Criteria by Department](#)
- [CPP Interfolio Resource Page](#)