

Creating a TFEC Committee

What is a TFEC?

TFEC stands for Temporary Faculty Evaluation Committee. The committee reviews lecturer evaluation materials and prepares the faculty-level evaluation and constructive feedback required by CPP policy and the CSU–CFA Collective Bargaining Agreement.

FAQ

Question	Answer
Who elects the TFEC?	The department's probationary and tenured faculty.
Who may serve?	Tenured faculty members from the department.
May probationary faculty serve?	No. They may vote, but they may not serve on the TFEC.
May lecturers vote or serve?	No. Lecturers are not part of the electorate and may not serve.
Minimum committee size	At least two members.
May FERP faculty serve?	They may be eligible, subject to the applicable approval process. The committee should not consist entirely of FERP faculty.

Can the department chair serve?

The department should clearly decide which of the following roles the chair will have:

- The chair serves as a TFEC member and participates in the committee recommendation; or
- The chair remains outside the TFEC and prepares a separate department-chair evaluation.

The chair should not participate in both roles for the same evaluation. If the chair prepares a separate recommendation, the chair should not also participate as a peer committee member.

How is the TFEC chair selected?

The department should first check its criteria document and bylaws. If those documents are silent, a practical approach is for the elected TFEC members to select a chair and document the selection.

Step-by-step process

1. Review the department's governing documents

Check the department's Temporary Faculty Evaluation Criteria Document and bylaws for the required number of members, committee terms, election procedures, the department chair's role, and how the TFEC chair is selected.

2. Identify eligible voters and candidates

The voters are the department's probationary and tenured faculty. The candidates are the department's tenured faculty who are eligible and available to serve.

3. Solicit nominations or volunteers

Invite eligible tenured faculty to volunteer or accept nominations, following the department's normal election practices.

4. Hold the election

Give all eligible probationary and tenured faculty an opportunity to vote. Elect at least two tenured faculty members. Do not treat a prior committee as automatically continuing unless the department's rules establish continuing terms.

5. Identify the TFEC chair

Follow the department's established procedure. If none exists, the elected members may select a chair and document the result.

6. Document the election results

Keep a brief written record of the election date, eligible voters, elected members, TFEC chair, committee term or academic year, and whether the department chair will serve on the TFEC or review separately.

7. Provide committee members with the required materials

Give the TFEC the current department criteria document, lecturer-evaluation calendar, applicable CPP policies, Article 15 of the CBA, the appropriate evaluation form, and Interfolio instructions.

8. Protect confidentiality

Evaluation files, committee deliberations, and recommendations must be treated as confidential and accessed only by authorized reviewers and administrators.

Suggested election record

The department may use a simple record containing the following information:

- Department name
- Date and method of election
- Names of faculty eligible to vote
- Names of elected TFEC members
- Name of the TFEC chair
- Committee term or academic year
- Department chair's role: TFEC member or separate reviewer
- Name of the person maintaining the election record

This guide is intended as a plain-language summary. Departments should use the most current CPP policies, collective bargaining agreement, evaluation calendar, and approved departmental criteria document when establishing the committee.