

FAQ'S on Lecturer Evaluations

1. How will I know if I have to be evaluated?

The process continues to be handled by the departments as it has been in the past and therefore departments need to work closely with their lecturers in making sure the evaluations get done.

2. What if I didn't get an Interfolio link? Do I still need to be evaluated?

Faculty Affairs created Interfolio cases for faculty. Each faculty member automatically received a notification email when the case was activated. There is a chance some people may have deleted the email with the case creation notification as they thought it was a scam (because the email is labeled automatically as being sent by an external sender). As soon as we were notified of this, we sent out an email to all lecturers letting them know the email was legitimate. Still there may have been some who did not see our email or had already deleted the notification. This occurred in November 2020.

If you can't find the email, please contact your department chair to confirm if an evaluation is scheduled for you for Spring 2021. If this is confirmed, then more info on how to log into Interfolio is found at https://www.cpp.edu/faculty-affairs/documents/interfolio_logging-in.pdf

3. What do I include in my evaluation?

Please refer to recently revised Policy #1336 that expressly requires seven (7) elements that comprise a "periodic evaluation report" to be submitted by the faculty member under review. For convenience, the policy is accessible here: https://www.cpp.edu/faculty-affairs/documents/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf

4. Who should lecturers contact to find out what their evaluation period is if they are not sure?

The lecturer evaluation process continues to be handled by the departments in collaboration with the Dean's Office as it has been in the past though each college may handle differently. The Dean's office, most likely the Business Analyst, should be able to confirm the list with each department.

As to any remaining questions, contact the Faculty Affairs Office team as follows:

- Interfolio inquiries are handled by Mary at luceroferrel@cpp.edu
- Inquiries about applicability of the policy to a particular lecturer, or just general questions about the policy, are handled by George at gtejadilla@cpp.edu
- Inquiries about year of appointment or 3-year entitlements not properly reflected or appointments in multiple departments are answered by Grace at gdsantos@cpp.edu

5. What is the major change to the evaluation period under newly revised Policy #1336?

Campus policy as of the last revision changed the annual reviews to cover the previous calendar year (January through December) instead of the annual academic year (August through May). Therefore, lecturer evaluations are conducted in Spring semesters but cover the calendar year instead of the academic year.

For 6-year and 3-year reviews, however, the CBA very specifically states the period of evaluation is the entire qualifying period for the next 3-year appointment. Therefore, these reviews must include from the first semester to the last semester of those 3 or 6 years. The last semester will always be a Spring semester. If peer observations of teaching are conducted in the current spring semester they must be included. Student evaluations are not conducted till the end of the semester and results are provided when faculty are already on break. Therefore, the lecturer cannot include those results nor the department faculty can review them – however - both the Chair and the Dean work in the summer and they need to review them and see if they have any impact on the evaluation and on the issuance of the next 3-year appointment because the Dean will need to decide on the issuing of that appointment based on the review.

6. As for the evaluation period, if a faculty is in their 6th year of 1 year contract and they need a cumulative evaluation, do they provide all the materials for 6 years (student evaluations, peer observations, etc)?

Correct, this process was not changed: it is a cumulative evaluation that also includes Spring Semester 2021. For example, classrooms peer observations in Spring Semester must be included; teaching evaluation scores for Spring Semester are reviewed in early summer by the Chair and the Dean as a final step prior to the issuing of an initial 3-year appointment or a subsequent 3-year re-appointment. The templates for cumulative reviews are different from for annual reviews. Templates for full-time lecturers on annual appointments are also different from that of part-time lecturers. Faculty Affairs has assigned the cases based on the information confirmed by the colleges and therefore those with cumulative reviews were assigned the cumulative case template.

7. How do I access my student/peer evaluations if I am not allowed on campus?

Please confer with your department chair to make arrangements for accessing the required documentation.

8. Where is my criteria document if it is not posted on the Faculty Affairs website?

Please contact your department chair directly to request the criteria document.

9. Do the student evaluations for Spring 2020 and Fall 2020 count?

Due to the pandemic and the transition to remote teaching in response, student evaluations were conducted online in Spring 2020 and in the Fall 2020. Lecturers have the option not to include Spring 2020 student evaluations. For the Fall 2020, lecturers have the option to exclude up to 50% of the number of classes they were assigned, however, that exclusion does not apply if only one class was assigned to the faculty member.

10. How are class visits aka peer observations impacted?

Under the newly revised policy, peer observations for those already on 3-year appointments are up to the department. If a department requires them this needs to be reflected in the department evaluation criteria in place at the time of the evaluation.

If classroom observations were not conducted, the evaluation would need to be conducted without them and the lecturer cannot be penalized for not having them because it is the department's responsibility to make sure they get done. Spring 2020 evaluations were made optional under

https://www.cpp.edu/senate/documents/resolutions/resolution_faculty_teaching_evaluation_adjustments_04.15.20_signed.pdf

Peer observations which are conducted in Spring Semester 2021 to be used in tandem with the Fall Semester 2021 for annual evaluations as measured during the calendar year evaluation period. For those going through cumulative evaluations (3-year or 6-year period), Spring Semester 2021 peer observations would need to be used as part of *this year's* evaluation period.

11. Where do I find Interfolio?

You can find Interfolio by logging in to MyCPP. There is also a button on the Faculty Affairs home webpage which sends you to Interfolio.

12. Do lecturers who teach in more than one department are reviewed separately by each department?

Yes, each department has its own evaluation criteria. Further, appointments are established over time and arise from work conducted in each of the departments.

13. Who reviews lecturers that don't teach for a specific department but teach courses offered directly by the college?

Lecturers who are assigned work which does not emanate from a specific department but rather is assigned by the dean's office are to be reviewed by an college-based evaluation committee.