**Department of Urban & Regional Planning**

# Criteria for Periodic Evaluation of Temporary Faculty Members

## [Adjunct, Part-time, and Temporary Faculty]

Effective Fall 2023

## INITIAL APPOINTMENT OF TEMPORARY FACULTY

Candidates will be selected based on the following criteria:

1. Educational training in the subject area/s to be taught. Recommended qualification is a master’s degree for the undergraduate program and a PhD for the graduate program.
2. Teaching experience, especially in the subject area(s) to be taught.
3. Professional and creative experience, especially that which is directly related to the subject area(s) to be taught.
4. Research experience including books, publications in conference proceedings and publications in technical journals.
5. Speaking engagements in reputable events, especially those related to the subject area(s) to be taught.

## REVIEW OF TEMPORARY FACULTY

Lecturer faculty eligible for an initial or subsequent 1-year or 3-year appointment shall be evaluated in the academic year preceding the issuance of a 1-year or 3-year appointment. This evaluation shall consider the faculty unit employee’s cumulative work performed during the entire 6-year, 3-year, or 1-year qualifying period. The Dean of the College shall determine whether the lecturer faculty member has performed satisfactorily before an initial or subsequent 3-year appointment may be issued.

Evaluations will occur as follows:

* + Lecturers with a one-year appointment shall be evaluated at least once each year.
  + Lecturers with a three-year appointment shall be evaluated once during the second year of their three-year contract (at least once every three years).
  + Lecturers without appointments shall be evaluated after teaching a total of two semesters.
  + Lecturers appointed for one semester or less may be evaluated at any time at the discretion of the department chair, following the procedures specified in this document.
  + Lecturers may request an additional evaluation at any time.

The Temporary Faculty Evaluation Committee (TFEC) shall be elected by the probationary and tenured faculty of the department. Membership on the committee shall be restricted to the tenured faculty members of the department, including faculty on FERP, and there shall be a minimum of two members (as per [Policy 1336](https://www.cpp.edu/academic-manual/1300-1399-academic-personnel-policies/1325-1349/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf)). The TFEC shall use the Evaluation of Temporary Faculty form appended to this policy.

The Evaluations will follow the calendar published each year by the University Office of Faculty Affairs. Each temporary faculty member being evaluated shall follow the calendar, and shall submit their materials to the electronic platform in use by the Office of Faculty Affairs. The TFEC shall also follow the calendar and submit evaluation documents through the electronic platform in use by the Office of Faculty Affairs.

Temporary faculty will be reviewed using the following evidence and criteria:

1. The quality of teaching-related course materials demonstrates appropriate use of various teaching tools and strategies adapted to both the specific nature of the course and the students’ different learning styles.
2. Evidence of potential for student engagement in and outside the classroom, as evidenced by pedagogical assignments, activities, and experiences that foster enhanced student participation and involvement.
3. Student course assessments. An average score of greater than 3.00 in any class does not meet satisfactory department requirements. A score of greater than 3.0 on any individual student evaluation item needs to be specifically addressed in the self-evaluation narrative.
4. Peer reviews. At least one peer review shall be conducted during each review period, and needs to provide evidence of sound teaching practice and diligence. Issues brought up in any peer review need to be specifically addressed in the self-evaluation narrative.
5. Complete self-evaluation materials specified by Policy 1336:
   1. An updated curriculum vitae.
   2. A self-assessment narrative including a teaching philosophy statement, not to exceed two pages, covering evidence of teaching effectiveness (based on peer evaluations, student evaluations, awards, etc.), changes or innovations implemented since the previous review, goals/plans/accomplishments for teaching professional development and the resources required for improvement, any contributions to the department/college/university beyond classroom instruction (service, leadership, student mentoring, etc.), currency in the profession and overall contributions to the profession.
   3. All peer classroom observations during the evaluation period. One peer observation per calendar year should be conducted unless otherwise decided by the department. Additional peer observations shall also be conducted upon the request of the temporary faculty member.
   4. Statistical summaries of student evaluation scores from the current evaluation period for all courses taught during the period of evaluation, as defined in Policy #1329.
   5. Syllabi, exams, and other course materials chosen by the faculty member for each different course taught during the evaluation period.
   6. Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period.
   7. For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate.

## SALARY STEP INCREASES

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.

* + Student Evaluations conducted on 100% of all courses.
  + Score of Satisfactory or better in all Student Evaluations.
  + Annual review of syllabus.
  + Maintain minimum number of office hours for WTU’s assigned.

Note: In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the CBA takes first precedence and the University Manual takes precedence over this document. Article 15 of the Collective Bargaining Agreement, and [Policy 1336](https://www.cpp.edu/academic-manual/1300-1399-academic-personnel-policies/1325-1349/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf) of the University Manual cover the evaluation of lecturer faculty. The collective bargaining agreement is available at:  
<https://www.calfac.org/contract/>

**Evaluation of Temporary Faculty form**



**Department of Urban & Regional Planning**

Temporary Faculty Member NAME

Period Covered by Evaluation   
Committee members:

1. Briefly describe if and how evidence presented by the temporary faculty member addresses each criterion, 1-5.
2. The quality of teaching-related course materials demonstrates appropriate use of various teaching tools and strategies adapted to both the specific nature of the course and the students’ different learning styles.
3. Evidence of potential for student engagement in and outside the classroom, as evidenced by pedagogical assignments, activities, and experiences that foster enhanced student participation and involvement.
4. Student course assessments. An average score of greater than 3.00 in any class does not meet satisfactory department requirements. A score of greater than 3.0 on an individual student evaluation item needs to be specifically addressed in the self-evaluation narrative.
5. Peer reviews. At least one peer review shall be conducted during each review period, and needs to provide evidence of sound teaching practice and diligence. Issues brought up in any peer review need to be specifically addressed in the self-evaluation narrative.
6. Complete self-evaluation materials specified by Policy 1336:   
   are the materials complete? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_
7. Provide a brief overall summary of the periodic evaluation evidence.