Biological Sciences Department
Temporary Faculty Evaluation and Review Procedures
For Academic Years 2013-2014 through 2017-2018

The following policy applies to all temporary faculty in the Biological Sciences Department. The purpose of this document is to promote the professional development of our lecturers. The goals are to provide clear expectations for our temporary faculty, create a mechanism for constructive feedback to help them achieve those expectations, and apply a fair and consistent procedure when making decisions regarding appointments. This document specifies the procedures to be followed to meet the University Manual (UM) and Collective Bargaining Agreement (CBA) requirements. The CBA is the controlling document in the event of discrepancies or ambiguities that might surface in the language of the evaluation procedures and criteria outlined below. Throughout this document, the Biological Sciences Department is referred to as the department, and temporary faculty are referred to as lecturers. All references to specific sections refer to this document.

1. General Evaluation Process

1.1 Lecturers shall be evaluated after they have taught three quarters in the department. Evaluations will typically be conducted during the Spring quarter, which shall count as one of the three quarters taught (Section 7). Teaching does not need to be done in consecutive quarters. (CBA 15.23 and 15.24). For lecturers eligible for cumulative review (Section 7.3), additional materials will be evaluated for the current Spring quarter. (CBA 15.28 and 15.29)

1.2 All lecturers shall be evaluated with a specified frequency (Section 2) by an Evaluation Committee (Section 3).

1.3 Evaluations shall be based on specific criteria (Section 4).

1.4 Evaluations shall include assessment of teaching performance and assessment of any other assigned duties specifically described in the letter of appointment or contract (Sections 5 and 6). (UM 305.15)

1.5 Evaluations shall be conducted according to a clearly defined timeline (Section 7).

1.6 Evaluations shall be based only on material in the Personnel Action File.

1.7 The evaluation shall include all courses taught since the last evaluation. The first evaluation of a lecturer shall include all courses taught as a lecturer in the department.

1.8 Evaluation procedures, criteria, and timelines shall be made available to lecturers within 14 days of the first day of instruction of the academic term. There shall be no change to the criteria and procedures during the evaluation process. (CBA 12.2, UM 305.11)

1.9 Prior to any evaluation, lecturers shall be given no fewer than 14 days to provide course syllabi or other documents specified in Sections 4–7.

1.10 Evaluations shall be reported on Appendix 27B, a standard university form, and shall include the information described in Section 4.

1.11 At each level of the evaluation, lecturers shall have an opportunity to read and discuss the evaluation with the Evaluation Committee or the department chair and to submit a response or rebuttal that shall accompany the evaluation. (CBA 15.5, UM 305.11)

1.12 A copy of the evaluation with all responses and rebuttals shall be placed in the lecturer's Personnel Action File. (CBA 15.8 and 15.27, UM 305.15)

1.13 The Personnel Action File (PAF) should be reviewed and the PAF log signed.

1.14 Results of evaluations will be used in making decisions regarding one-year and three-year appointments. (CBA 12.12 and 12.29)

1.15 In addition to academic background and teaching experience, results of evaluations will be used to determine if a lecturer is qualified to teach a specific course. (CBA 12.29)

1.16 Results of evaluations may be used in decisions to recommend or deny a range elevation. (CBA 12.16 to 12.20)

2. Frequency of Evaluations

2.1 Lecturers who have taught a total of three quarters shall be evaluated. (CBA 15.23 and 15.24)

2.2 Lecturers with a one-year appointment shall be evaluated at least once each year. (UM 305.15)

2.3 Lecturers with a three-year appointment shall be evaluated at least once during the term of their contract (at least once every three years). (CBA 15.26, UM 305.15)

2.4 Lecturers appointed for two quarters or less may be evaluated at any time at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. Such evaluations should follow the procedures specified in this document. (CBA 15.25, UM 305.15)

2.5 Lecturers may request an evaluation at any time. (CBA 15.25, UM 305.15)

3. Evaluation Committee

3.1 The Evaluation Committee shall consist of a minimum of two full-time tenured faculty members. No non-tenured faculty members may serve on the committee. (UM 305.11 and 305.15)

3.2 The committee members may be elected by the department or chosen by the department chair, but the method of selecting the committee members must be approved by majority vote of the full-time tenure-track faculty in the department. (UM 305.15)

3.3 Members of the Evaluation Committee shall serve a term of two years.

3.4 A chair shall be selected by the members of the Evaluation Committee.

3.5 Duties of the Evaluation Committee are to inform lecturers regarding evaluation procedures and timelines; summarize and interpret student evaluation scores; arrange classroom observations and interpret reports from those observations; evaluate materials provided by the lecturers as specified in Sections 4–7; summarize and interpret other signed, written communications from faculty or students, as described in Sections 5.7 and 6.10; complete the first page of Appendix 27B; meet with lecturers to discuss evaluations; and forward Appendix 27B to the department chair.

4. Evaluation Criteria (UM 305.15 and Appendix 27B)

4.1 Summaries and interpretation of the student evaluations for every section of every course taught during the evaluation period, as described in Section 5.

4.2 Interpretation of classroom observations by tenure-track faculty, as described in Section 6.

4.3 Evaluation of teaching performance based on documents such as syllabi, outlines, handouts, and other course materials provided by the lecturer, as described in Section 6.

4.4 Interpretation of signed student and faculty input. The department recognizes that lecturers have little control over signed student and faculty input. It is recognized that lecturers with an exceptional teaching record may receive no student or faculty input. Although there is no requirement for signed student and faculty input, such additional evidence of teaching performance may be considered by the Evaluations Committee.

4.5 Self-evaluation by the lecturer (required only for lecturers eligible for a three-year appointment), as described in Section 6.10.

4.6 A summary statement provided by the Evaluation Committee that highlights examples of excellence in teaching performance, identifies areas in which requirements were satisfied, and provides specific constructive suggestions for improvement as appropriate.

4.7 A statement provided by the department chair that includes an evaluation of teaching performance, an assessment of performance of any other assigned and related duties, suggestions for improvement of teaching performance, and a description of any documented instances of serious conduct problems. (CBA 12.12, 12.13)

5. Instructional Assessment by Students

5.1 General requirements. Failure to meet these general requirements may be considered evidence of unsatisfactory performance.

5.1.1 Student evaluations are required for every section of every course taught during the evaluation period, as defined in Section 1.7.

5.1.2 Student evaluation of teaching is not required for supervisory and internship courses (i.e., BIO 200, BIO 400, BIO 441, BIO 461, BIO 462, BIO 500, BIO 691, BIO 692, BIO 694, BIO 696, and BIO 699).

5.1.3 Department-approved procedures (see Appendix A) must be followed when conducting student evaluations.

5.1.4 Separate student evaluation forms shall be submitted for associated lecture and laboratory courses (e.g., BIO 121 and BIO 121L) taught by the same instructor if the student populations are different.

5.2 Departmental evaluation of student evaluation results shall be based on all questions on the standard departmental instructional assessment form, with emphasis on Questions 9 and 10 relating to overall instructor effectiveness and course quality, respectively.

5.3 Student evaluation scores for Questions 9 and 10 will be summarized for all courses taught during the evaluation period, and the cumulative percentage of scores in the Strongly Agree and Agree categories will be calculated for each question.

5.4 For lecturers eligible for a one-year appointment, a minimum of 60% of scores in the Strongly Agree and Agree categories, cumulative across all courses taught during the evaluation period, shall be considered satisfactory. Cumulative scores of 50% to 60% in the Strongly Agree and Agree categories may be considered satisfactory <u>only</u> if there are one or more mitigating circumstances (Section 5.6).

5.5 For lecturers eligible for a three-year appointment, a minimum of 70% of scores in the Strongly Agree and Agree categories, cumulative across all courses taught during the evaluation period, shall be considered satisfactory. Cumulative scores of 60% to 70% in the Strongly Agree and Agree categories may be considered satisfactory <u>only</u> if there are one or more mitigating circumstances (Section 5.6).

5.6 Evidence of mitigating circumstances that may compensate for student evaluation scores below the minimum standard (60% Strongly Agree and Agree for one-year appointments, and 70% Strongly Agree and Strongly Agree for three-year appointments) include:

5.6.1 Student evaluation scores clearly improved during the evaluation period.

5.6.2 Student evaluation scores were below the minimum standard in only one course, and at least two other courses had scores above the minimum standard.

5.6.3 Student evaluation scores were below the minimum standard only in courses taught for the first time by the lecturer, and at least two other courses had scores above the minimum standard.

5.7 Other signed written communications provided by students that are included in the lecturer's Personnel Action File shall be considered in the evaluation process and may provide supporting evidence for satisfactory or unsatisfactory performance. (CBA 15.17b)

5.8 Appendix 10 of the University Manual shall govern all student evaluation procedures not specified in the appendix to this document.

6. Peer Evaluation of Teaching Effectiveness

6.1 Classroom observations by tenure-track faculty in the department shall be conducted at the frequencies specified in Section 6.2. A lecturer may request additional classroom observations. Lecturers and the Evaluation Committee are jointly responsible to ensure that the required classroom observations are conducted.

6.2 Frequency of classroom observations:

6.2.1 Lecturers who are eligible for a one-year appointment and have taught at least 24 units during the current academic year shall have at least one classroom observation during the evaluation period. The classroom observation shall be conducted in a lecture course whenever possible.

6.2.2 Lecturers who are eligible for a three-year appointment and have taught at least 24 units during the current academic year shall have at least two classroom observations during the three quarters preceding the evaluation. The classroom observations shall be conducted by a different individual and in different lecture courses whenever possible.

6.3 The Evaluation Committee shall identify tenure-track faculty members to conduct the classroom observations. Faculty participating in the Faculty Early Retirement Program (FERP) can only participate in the evaluation process if it is requested by the department and approved by the University President.

6.4 The individual conducting the classroom observation will then confer with the lecturer to determine an appropriate date and time. At least five days notice shall be given before the classroom observation. (CBA 15.14)

6.5 The lecturer being observed shall provide to the observer the course syllabus and any lecture notes, outlines, or other materials available to students for that lecture.

6.6 A written report shall be submitted to the chair of the Evaluation Committee within two weeks of the classroom observation. The report shall be written on the Peer Evaluation of Classroom Teaching form available in the Biological Sciences Department office. The report shall address all observations of teaching performance as indicated on both sides of the form.

6.7 At the same time the report is submitted to the chair of the Evaluation Committee, one copy of the report shall be sent to the lecturer and another copy shall be placed in the lecturer's personnel action file (PAF).

7. Other Documentation of Teaching Effectiveness

7.1 During the evaluation period and at other times upon request, lecturers shall provide course documents to the chair of the Evaluation Committee. These documents include syllabi, lecture outlines, Power Point lectures, Blackboard exercises, writing assignments, scoring rubrics, quizzes, and exams that clearly demonstrate effectiveness in teaching and a commitment to teaching excellence.

7.2 Lecturers are expected to keep abreast of recent developments in their subject. They are encouraged to provide documentation to the Evaluation Committee of their currency in the field in which they are teaching, which may include documentation of their participation in on-campus conferences or workshops as well as other evidence of professional development.

7.3 Lecturers eligible for a three-year appointment shall, in addition to the information noted above, submit a one-page self-evaluation highlighting their accomplishments and areas of improvement during the preceding three years as well as remaining challenges and specific goals for continued professional development.

7.4 Signed written communications or evaluations provided by tenure-track faculty that are included in the lecturer's Personnel Action File shall be considered in the evaluation process and may provide supporting evidence for satisfactory or unsatisfactory performance. (CBA 15.17b)

8. Timeline of Evaluation Process (CBA 15.4, UM 305.11 and 305.15)

8.1 Evaluations will normally be conducted during the Spring Quarter, and based on courses taught during the previous three quarters. Although student evaluation scores will not yet be available for the current Spring Quarter, course materials and other documentation related to ongoing teaching assignments shall be included in the evaluation of lecturers undergoing cumulative review (Section 7.3).

8.2 General timeline for evaluations:

8.2.1 Third week of winter quarter. The Evaluation Committee sends evaluation procedures, criteria, and timeline to all lecturers under review, and answers their questions about the evaluation procedure.

8.2.2 Fifth week of winter quarter. The chair of the Evaluation Committee notifies active lecturers who have taught at least three quarters in the department, including the ongoing quarter, that they will be evaluated and should submit course documents and evidence of professional activities, as described in Sections 4–7. Lecturers with a three-year appointment should also submit course documents and evidence of professional activities each spring quarter, regardless of whether they are being evaluated that year.

8.2.3 First week of spring quarter. The chair of the Evaluation Committee posts written announcements, in prominent places, containing the names of lecturers being considered for one-year and three-year appointments; the name of the chair of the Evaluation Committee to whom signed comments or recommendations should be sent; and the deadline (date and time) for receipt of signed comments. The purpose of this announcement is to solicit input from students and tenure-track faculty (Sections 4.4, 5.7, and 7.4).

8.2.4 Fifth week of spring quarter. Deadline for lecturers to submit documents described in Sections 4–7.

8.2.5 End of the ninth week of spring quarter. Deadline for Evaluation Committee to complete Appendix 27B forms and meet with each lecturer who is under review to discuss the evaluation. Lecturers then have one week to submit a response or rebuttal to the Evaluation Committee report.

8.2.6 End of spring quarter. Deadline for department chair to write an assessment and meet with each lecturer under review to discuss the assessment. Lecturers then have one week to submit a response or rebuttal to the department chair's assessment.

8.2.7 Middle of July. Completed evaluation report and lecturer response or rebuttal is placed in the lecturer's Personnel Action File.

8.3 Lecturers 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 evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6-year or 3-year qualifying period. Student evaluations from the last (current) Spring quarter of the cumulative review period will be included in this evaluation. 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. (CBA 12.12, 15.28 and 15.29)

8.4 Evaluations conducted at other times of the year by request of the department chair or the lecturer would follow a similar procedure.

8.5 Regardless of the academic quarter in which an evaluation is conducted or who requested the evaluation, specific dates for each step in the evaluation timeline shall be made available to lecturers no later than 14 days before the evaluation process begins.

Appendix A: Instructional Assessment by Students: Procedure for Administering Assessment Forms

A.1 Student evaluation of teaching shall be conducted according to the guidelines established in Appendix 10 of the University Manual (http://academic.csupomona.edu/faculty/docs/appendix10.pdf). Evaluations must be conducted between the start of the 8th week and the end of the 10th week of the academic quarter.

A.2 Approximately 10 minutes before the end of the class meeting, identify one or two student volunteers to distribute and collect the Student Evaluation Forms. In lieu of using students, the instructor may request that the evaluation be conducted by a faculty colleague or graduate teaching associate. Provide the student volunteers with an envelope with the instructor's name, class number, quarter and year (including the term code), subject area (course prefix, e.g. BIO), catalog number (e.g. 110), course name, and section number. The class number can be readily found in BroncoDirect. The term code is a 4-digit number used for quarter and year. The 1st digit of the code is the first digit of the year, the 2nd and 3rd digits of the code are the last 2 digits of the year, and the 4th digit of the code indicates the quarter (1 for Winter, 3 for Spring, 5 for Summer, and 7 for Fall). For example, 2131 is for Winter 2013, 2133 is for Spring 2013, 2137 is for Fall 2013, and 2141 is for Winter 2014.

A.3 Ask the student volunteers to collect the completed forms and place them in the labeled envelope, and require that both students immediately deliver the envelope to the Biological Sciences Department office (Building 8, Room 119). If the Biological Sciences Department office door is locked, the student volunteers should place the envelope containing the Instructional Assessment Forms in the Biological Sciences Department Drop Box, which is located directly across the hall from the office door. Under no circumstance should the students hold on to the forms with the intention of submitting the forms the next business day (or later).

A.4 The following should be written on the board: instructor's name, class number, subject area (course prefix, e.g. BIO), catalog number (e.g. 110), course name, quarter and year, and the term code.

A.5 The following statement should be read to the class: *"This is an instructor evaluation. Your thoughtful response to the questions on the form will assist in improving the quality of instruction. You must use a #2 pencil to mark in the bubbles on the form. Please be sure to fill in the information at the top of the form. DO NOT WRITE COMMENTS ON THE BACK OF THE FORM. After completing the questionnaire, return the forms to the person conducting the evaluation."* **The instructor must then leave the room.**

A.6 If an instructor wishes, a separate sheet may be provided for written comments. Written comments may be completed after students have submitted the Student Evaluation Form. Students may sign their comments.

A.7 If there are two or more instructors in the course, it is essential that students understand the evaluation is for a single instructor, and that the instructor's name must be written at the top of the form. It is recommended that evaluations be administered as close to an instructor's last participation in the course as possible.

A.8 Students should be reminded that the instructor will not be given the results of the assessment until after grades are turned in.

A.9 Immediately after class, the completed forms should be submitted in a sealed envelope (provided by the instructor) to the Biological Sciences Department office (8-119), or placed in the designated drop box outside of the office. The envelope must be properly labeled with the instructor's name, class number, subject area (course prefix, e.g. BIO), catalog number (e.g. 110), course name, and the quarter and year. Separate envelopes should be used for Instructional Assessment Forms and for written comments.

A.10 The department-approved form for Student Evaluation is on file in the Biological Sciences Department.