

**Reference Number:** S86-139

**Senate Approval Date:** Wednesday, January 01, 1986

## **PERIODIC EVALUATION OF TEMPORARY FACULTY**

### **POLICIES AND PROCEDURES**

#### **ACADEMIC SENATE POLICY S86-139**

At its meeting of May 6, 1986, the Academic Senate approved the following policy for periodic evaluation of temporary faculty.

The agreement between the Board of Trustees of the California State University and the California Faculty Association, 1983-86 (Article 15.1-15.24) mandates the periodic evaluation of temporary faculty unit employees.

The Academic Senate of San Francisco State University has approved the following policy to comply with the agreement.

#### **PURPOSE**

The purpose of the periodic evaluation of temporary faculty is to assess their teaching performance in the department(s) in which they are appointed in order to make informed decisions regarding reappointment.

Information from periodic evaluations may also be used in recommendations for salary increases and for improving teaching performance.

#### **ELIGIBILITY**

All full and part-time temporary faculty appointed for more than one semester on a continuing basis will be evaluated according to this policy and procedure. The evaluation of temporary faculty appointed for one semester and not subsequently reappointed is at the discretion of the department.

Temporary faculty who do not have full responsibility for a course are not covered by this policy.

## **CRITERIA**

The primary criterion is teaching effectiveness. Other criteria include currency in the field and proper discharge of other departmental assignments.

## **FREQUENCY**

Full and part-time temporary faculty will be evaluated annually.

## **PROCEDURES**

Beyond the requirement of student evaluations of teaching effectiveness in a minimum of two classes annually, where applicable, departments may use other data pertinent to teaching. Where temporary faculty have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Evaluation of teaching performance by departmental review committee is required for full-time temporary faculty and optional for part-time temporary faculty. Department review committees, if any, shall be constituted according to Article 15.4 of the 1983-1986 Collective Bargaining Agreement. When departments or equivalent units decide not to conduct a committee review of part-time temporary faculty, the department chair shall perform the steps in the procedure outlined below. Review of the department evaluation by the dean/director is required for both full and part-time temporary faculty.

All full and part-time temporary faculty eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria, and time frames. Temporary faculty may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about full and part-time temporary faculty being evaluated.

At the conclusion of its deliberations, the Department Review Committee, if any, and the Department Chair will complete the "Temporary Faculty Evaluation" form. Where the Chair disagrees with the Committee, he/she will state his/her reasons on the form with continuing pages, if necessary. The Department Chair will give the temporary faculty member a copy of the "Temporary Faculty Evaluation" form and any attachments. The form and a summary of student evaluations of teaching effectiveness in a minimum of two classes annually will be forwarded to the dean/director for review and then to the Faculty Records Office for placement in the Personnel Action File. Any

rebuttal or statement the temporary faculty employee wishes to make shall accompany the evaluation materials and be placed in the official personnel action file.

Normally, when the outcome of the evaluation process is a recommendation to reappoint the temporary faculty employee, the Faculty Appointment Form (#109) will accompany the evaluation documents.

**\*\*APPROVED BY PRESIDENT WOO ON JUNE 27, 1986\*\***

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