



ACADEMIC SENATE OFFICE

1600 Holloway Avenue, ADM 551  
San Francisco, CA 94132 – 1722

T: 415/338-1264  
F: 415/338-3899  
senate@sfsu.edu  
senate.sfsu.edu

## ACADEMIC SENATE POLICY

May 6, 2020

**TO:** Lynn Mahoney, President  
San Francisco State University

**FROM:** Nancy Gerber, Chair  
Academic Senate 

**RE:** Senate Policy #S20-291, Temporary Modification of Academic Senate Policy #F15-160, Policy Resolution on Lecturer (Temporary) Faculty

**SOURCE COMMITTEE:**  
Executive Committee

### SENATE ACTION:

At its meeting on Tuesday, May 5, 2020, the Academic Senate approved **Senate Policy #S20-291, Temporary Modification of Academic Senate Policy #F15-160, Policy Resolution on Lecturer (Temporary) Faculty.**

We solicit your concurrence. Thank You.

- ecc: Jennifer Summit, University Provost and Vice President for Academic Affairs
- Alison Kleaver, University Council
- Carleen Mandolfo, AVP of Faculty Affairs
- James Martel, CFA Chapter President
- Deborah Masters, University Librarian
- The Deans and Department Chairs of Colleges

### PRESIDENTIAL ACTION

APPROVED   
DocuSigned by:  
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Date: 05/14/2020 | 1:52 PM PDT



**SAN FRANCISCO  
STATE UNIVERSITY**

Policy #:	S20-291
Supersedes:	N/A
Senate Approval:	05/05/2020
Presidential Approval:	05/14/2020
Effective:	Immediately
Last Review:	Spring 2020
Next Review:	Fall 2020

## **Temporary Modification of Academic Senate Policy #F15-160: Policy Resolution on Lecturer (Temporary) Faculty**

**Source Committee:** Executive Committee

**Unit(s) Responsible for Implementation:** Division of Faculty Affairs and Professional Development

**Consultations:** AVP for Faculty Affairs, SFSU Chapter of the CFA, College Deans and University Librarian.

### **Rationale**

*As a result of the COVID-19 epidemic reaching San Francisco, SFSU suspended (on March 11, 2020) in-person classes and directed that faculty move to remote instruction. While these changes were instituted for good public health reasons, they have necessarily disrupted teaching and learning halfway through the semester. Many lecturer faculty have never before used those teaching modalities or conducted their work in a fully remote capacity, and they may harbor concerns that the changes will negatively impact evaluations of their work, be it evaluations of teaching effectiveness or evaluations of their primary work assignment. This policy seeks to allow faculty to concentrate on course conversion and supporting their students. In addition, future reviews of lecturer faculty may not penalize those who choose not to include spring 2020 Student Evaluations of Teaching Effectiveness (SETE) or for whom peer evaluation of teaching in spring 2020 was not possible.*

### **Policy**

The Academic Senate reminds all department chairs, program directors and school directors to follow the requirements of Article 12.29 of the Collective Bargaining Agreement (CBA) that outlines the assignment of work order for all unit 3 faculty (including coaches, counselors, and librarians).

The Academic Senate calls for the following:

- That the Provost shall place a letter in every faculty member's Personnel Action File (PAF) that provides the context for understanding the circumstances surrounding the periods including spring 2020, summer 2020 and potentially fall 2020. Said letter would be for ALL faculty.

- Inclusion of Student Evaluations of Teaching Effectiveness (SETEs) for spring 2020 instruction in a lecturer faculty member's Personnel Action File (PAF) shall be at the sole discretion of the faculty member. No lecturer faculty shall be penalized in any way for exercising their right to exclude the results of their SETEs from spring 2020 instruction.
- That those at all levels of review (peer review, department chair and college dean/university librarian) are urged to be as flexible as possible and remain cognizant of the disruption caused by COVID-19 in evaluating teaching effectiveness and/or primary assignment for lecturer faculty working at SF State in spring 2020.

### **Periodic Evaluations – three-year contracts**

- A. All lecturer faculty who are eligible for a first-time three-year contract in spring 2020 shall be given a provisional three-year contract subject to a satisfactory evaluation as described below. The faculty member's entitlement (CBA 12.12c) and order of assignment rights (CBA 12.29) shall be treated as if they were on a normal three-year appointment. The entitlement time base shall be based on their 2019-2020 workload (i.e., the sixth-year of continuous work).
- B. All lecturer faculty currently on a three-year contract and who would normally be subject to a periodic evaluation in spring 2020, but whose evaluation is postponed shall be granted a provisional three-year appointment, subject to the completion of a satisfactory evaluation as described below. The faculty member's entitlement (CBA 12.12c) and order of assignment rights (CBA 12.29) shall be treated as if they were on a normal three-year appointment. The entitlement time base shall be based on their 2019-2020 workload (i.e., the third year of a three-year appointment).
- C. Evaluations for three-year faculty members who have already been fully through department review shall proceed with review by the Dean. This review shall be completed by May 30, 2020.

### **Periodic Evaluations – one-year appointments**

- A. Faculty members subject to a one-year appointment evaluation whose department-level review has not been completed shall be granted a subsequent one-year appointment. Despite the absence of an evaluation, temporary faculty members, for the 2020-2021 academic year only, shall be considered to have performed satisfactorily (absent disciplinary considerations) for purposes of appointment in Article 12.29 in the CBA.
- B. Faculty members with one-year appointments who were not fully reviewed in 2019-2020 will submit materials from 2019-2020 and 2020-2021 for their subsequent (2020-2021) evaluation and review committees shall consider all materials from 2019-2021 in the next evaluation.

### **Postponement of evaluations & Assignment of Classes in 2020-2021**

- A. Faculty members who receive a postponement of their evaluation shall undergo an evaluation in the 2020-2021 Academic Year. The deadlines for this evaluation shall be determined by the college in consultation with the Office for Faculty Affairs and Professional Development.
- B. Subsequent periodic evaluations that would normally span work in the spring of 2020 are NOT required to include Student Evaluations of Teaching Effectiveness (SETE) for spring 2020 courses and lecturer faculty may not be penalized for the omission of evaluations for spring 2020 courses nor for the lack of peer evaluations for spring 2020 courses.
- C. For purposes of assigning classes (CBA 12.29) during the 2020-2021 academic year, "careful consideration" should primarily rely on the most recent evaluation of the faculty member (assumed to be 2018-2019 with continuous appointment), if such an evaluation exists, material in the lecturer faculty's PAF related to performance and secondarily on SETEs from Fall 2019.
- D. Faculty members who have never been evaluated by the Department shall be considered to have performed satisfactorily unless there is material related to performance in the PAF. In such an instance in which a lecturer faculty member has never been reviewed and does not have material related to performance as noted above in their PAF, all materials in the lecturer faculty's PAF, including SETEs, shall be construed in the light most favorable to the faculty member.

The Academic Senate shall, in fall 2020, consider whether an extension of this policy is needed.