

## Lecturers - Evaluation and Notification (8/1/2015)

### **Collective Bargaining Agreement:**

**[http://www.calstate.edu/laborrel/contracts\\_html/CFA CONTRACT/2012-2014/](http://www.calstate.edu/laborrel/contracts_html/CFA_CONTRACT/2012-2014/)**

### **I. Notifications** *(template letters to be developed to cover all notifications)*

Within 14 days after the start of the academic year provide in writing: ***(Template 1)***

For first time lecturers:

- Evaluation criteria (course evaluations/SETE criteria; periodic evaluation criteria)

For continuing lecturers:

- Any changes in evaluation criteria (course evaluations/SETE criteria; periodic evaluation criteria)

At time of course assignments: ***(Template 2, 3, 4 - to be developed; coming soon)***

- For 3-yr appointments, after the completion of the 3<sup>rd</sup> yr.- if no work available for next year, notify in writing ***(Template 2)***
- For 1-yr appointments - if no work available for next year, notify in writing ***(Template 3)***
- For new lecturers - notify of appointment with back ground check language ***(Template 4)***

At the beginning of the academic year (or Spring semester) ***(Template 1)***

- inform all your lecturers in writing of the department's evaluation criteria and process

Lecturers whose entitlements were not met must notify department chair by July 1 of interest in being employed for the following year for them to keep their entitlement.

### **II. Evaluations**

Inform all your lecturers in writing at the beginning of the semester or academic year (within 14 days) of the department's evaluation criteria and process ***(Template 1)***

For **one-semester lecturers**, evaluation must at least include review of SETE data (quantitative and qualitative data), but the specifics of who does the review and what it includes is at the department's discretion ***(use Temporary Faculty Evaluation Form for reporting)***.

For **all other lecturers**, the following steps in the evaluation process are required (also referred to as Periodic Evaluation): ***(use Temporary Faculty Evaluation Form)***

1. Departmental Peer Review Committee reviews teaching effectiveness data [SETE (quantitative and qualitative data); classroom observations (if applicable); course materials; office hours; other]; submits summary report
  2. Department Chair reviews teaching effectiveness data and summary report; submits comments
  3. College Dean reviews teaching effectiveness data and summary report; submits comments
  4. Summary report and SETE data are entered into PAF with HR (forwarded by College Office)
  5. Faculty member may submit rebuttal within 10 days of receiving summary report at each level of review
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Summary of requirements per CBA:

Periodic Evaluation should include

1. Student evaluations (all courses are evaluated)
2. Reviews by Peer Committee (faculty at higher rank)
3. Classroom observation, syllabi review, maintenance of office hours (if applicable)
4. Administrative review by chair
5. Administrative review by dean

Departments may develop additional evaluation criteria

Written report of periodic evaluation must be (*see Temporary Faculty Evaluation Form*)

1. given to faculty
2. entered into PAF (at HR)

Timing of periodic evaluation

- At any time, a periodic evaluation may be initiated at the discretion of department chair or administrator, e.g. , if there is a problem
- Lecturer may also request a periodic evaluation
- For 3-yr appointments, lecturer must receive at least one periodic evaluation during the 3-yr period

For first-time 3-yr appointments, a periodic evaluation (*see Temporary Faculty Evaluation Form*)

- Must be performed the year prior to the first 3-yr appointment
- Must include cumulative performance of the previous 6-yr period
- Must yield a satisfactory/unsatisfactory performance determination
- Administrator may also consider materials in the PAF

For subsequent 3-yr appointments, a periodic evaluation (*see Temporary Faculty Evaluation Form*)

- Must be performed the year prior to the 3-yr appointment
- Must include cumulative performance of the previous 3-yr period
- Must yield a satisfactory/unsatisfactory performance determination
- Administrator may also consider materials in the PAF

For 1-year appointments (*see Temporary Faculty Evaluation Form*)

- review previous course evaluations
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### **III. Classroom observations/visits**

There are two scenarios for conducting classroom observations/visits:

- Classroom visits are part of the peer review in periodic evaluations
- Classroom visits may be conducted by the department chairs at any time during the semester (e.g. if there seems to be problem, other reasons for concern)
  - Give 5 days notice in writing
  - If lecturer does not respond, inform in writing re. a particular date or timeframe within which you will conduct a class visit (timeframe to start after the 5-day notice)