

**Second Reading Item**  
**May 9, 2012**  
**California State University Dominguez Hills**  
**Academic Senate Resolution**  
**Faculty Affairs Policy for the Periodic Evaluation of Part-Time Temporary Lecturers**  
**FPC 12-07**  
**Tabled 5/9/12**

In the spirit of shared governance the administration has asked the Faculty Policy Committee of the Academic Senate to review a number of changes to the campus policy regarding the evaluation of part-time, temporary lecturers.

**1.0 REFERENCE**

This policy shall be in compliance with regulations and procedures of the California State University and the current Unit 3 (faculty) collective bargaining agreement.

**2.0 POLICY**

- 2.1 At the discretion of a Department Chair, or the Department or the appropriate administrator every new part-time temporary lecturer shall be evaluated upon completion of their first teaching semester at California State University, Dominguez Hills. The lecturer may also request an evaluation.
- 2.2 Every continuing part-time temporary lecturer without a three-year appointment shall be evaluated annually.
- 2.3 Part-time temporary lecturers with three-year appointments shall be evaluated at least once during their three-year appointment. They may be evaluated more frequently if such evaluations are requested by the appointed lecturer or requested by the President or designee.

**3.0 PURPOSE**

- 3.1 The purpose of periodic evaluations of part-time temporary lecturers is three-fold:
- 3.2 To comply with the provisions of the Unit 3 (faculty) collective bargaining agreement;

- 3.3 To ensure the highest quality instructional personnel possible for the benefit of our students; and
- 3.4 To provide lecturers with valuable input which they can use for the continuous improvement of their teaching.

#### **4.0 RESPONSIBILITIES**

##### **4.1 Part-Time Temporary Lecturer**

- 4.1.1 When an evaluation is scheduled to occur, each part-time temporary lecturer shall review his/her personnel file and shall submit a Part-Time Faculty Evaluation Portfolio (PTFEP), comprised of the following items, to the Department Chair or program Coordinator:

Current curriculum vitae;

Statement of teaching philosophy (maximum one (1) page);

Description of activities engaged in to remain current (maximum one (1) page);

The syllabi and learning outcomes used in each course taught during the period under review; and

Sample assessment tools (e.g. examinations) for each of the courses taught.

- 4.1.2 The lecturers being reviewed will also cooperate with the Department Chair/Division Head/School Director/Program Coordinator, and unit evaluation committee, if relevant, in scheduling classroom visitations. Lecturers shall be given at least five days notice prior to the visitation and the evaluator and lecturer should consult regarding the visitation that is to occur.
- 4.1.3 It is also the part-time temporary lecturer's responsibility to request Perceived Teaching Effectiveness evaluations (PTEs) for every class section he/she wishes to have evaluated. At least two courses shall be evaluated annually.

##### **4.2 Department/Program**

- 4.2.1 It is the responsibility of the tenured faculty in the Department to determine if the periodic review will be conducted by a committee or delegated to the Department Chair/Division Head/Program

Coordinator/School Director. The following options exist for conducting the evaluations:

By a committee, with the full participation of the Chair/Head/Coordinator/Director;

By a committee, with a separate Chair/Head/Coordinator/Director evaluation; and

By delegation of the responsibility to the Chair/Head/Coordinator/ Director alone, but with the specification of an alternative (to a committee) process to allow for the input by faculty peers from the unit.

4.2.2 The Chair/Head/Coordinator/Director shall receive the PTEs from the part-time temporary lecturers and oversee the entire evaluation process regardless of whether he/she participates in the actual evaluation or not.

4.2.3 The Chair/Head/Coordinator/Director shall:

Notify part-time temporary lecturers of the requirement to undergo periodic evaluation;

Notify the lecturers of the kind of information on which the evaluation will be based;

Provide the lecturers with the time table for conducting the evaluation;

Inform the lecturers of how the evaluation will be used;

Collect the written evaluations from the Part-Time Faculty Evaluation Committee, if one exists;

Prepare a written evaluation of each part-time temporary lecturer, if he/she has a separate role in the evaluation process; and

Be responsible for transmitting the original evaluation (signed by the committee or the Chair/Head/Coordinator/Director) to the Dean's office to be placed in the lecturer's Personnel Action File and provide a copy of the evaluation to the lecturer. Such transmittal shall not occur until after the lecturer has been

afforded a period of ten days to submit a rebuttal or request a meeting to discuss the evaluation.

#### **4.3 The Dean of the College or Other Appropriate Administrator**

- 4.3.1 Typically, the appropriate administrator will be the Dean of the College in which the part-time lecturer is teaching or is supervising students. Although the evaluation of part-time lecturers is essentially a Department/program/division/School level review, the Dean must provide general oversight of the process.
- 4.3.2 It shall be the Dean's responsibility to ensure
- That an evaluation is conducted for every part-time temporary lecturer with a one-year appointment in the College;
- That the evaluation is done fairly; and
- That the final written evaluations, together with all responses/rebuttals, if any, are properly placed in the Personnel Action Files for those individuals.
- 4.3.3 The Dean's office shall log in the evaluations for all part-time temporary lecturers in his/her College by and will be responsible for notifying Chairs/Coordinators/Heads/Directors of any missed evaluations.
- 4.3.4 In cases in which a part-time temporary lecturer believes that he/she has been unfairly or inaccurately evaluated at any level of evaluations, the lecturer shall be afforded a period of ten days to submit a rebuttal and/or request a meeting with the evaluator(s) to discuss the evaluation.

### **5.0 PROCEDURES**

#### **5.1 Elements of Periodic Evaluation**

- 5.1.1 The periodic evaluations of part-time temporary lecturers shall consist of at least the following three elements:

A review of the Perceived Teaching Effectiveness (PTE) reports (statistical summary and narrative commentary), or an approved equivalent instrument, for each class being evaluated and for every group of students supervised during the period under review;

Where appropriate, a review of the Part-Time Faculty Evaluation Portfolio (PTFEP) submitted by the lecturer; and

A peer review of at least one class session, to be determined by the Chair/Coordinator/Head/Director, in consultation with the lecturer being reviewed. Lecturers may request a faculty peer. Lecturers shall be given at least five days notice prior to the peer review and the evaluator and lecturer should consult regarding the forthcoming peer review.

- 5.2 Full-time faculty, as approved by the Dean, may participate in the periodic review of part-time temporary lecturers.
- 5.3 The classroom visitations shall be scheduled by the Department Chair/program Coordinator/division head, after consulting with the lecturer to be reviewed about the timing of the visitation by a tenured or tenure-track faculty member, or a faculty peer, in the unit.
- 5.4 The criteria to be used in evaluating a class period shall be standardized, utilizing forms developed by the Dean, in consultation with the Chairs/Coordinators/Heads/Directors in the College.