



CALIFORNIA STATE UNIVERSITY, LONG BEACH
Faculty Affairs

September 4, 2009

To: Deans
Associate Deans
Department Chairs
Lecturers

FROM: Holly Harbinger
Associate Vice President for Faculty Affairs

SUBJECT: PERIODIC EVALUATION OF LECTURERS - EVALUATION PROCEDURES AND CRITERIA

EVALUATIONS DUE in the Office of Faculty Affairs by:

- December 18, 2009 for Fall
- May 21, 2010 for Spring

Article 15 of the faculty Collective Bargaining Agreement establishes requirements for the periodic evaluation of lecturers. This memo provides a review and summary of the campus-wide lecturer evaluation procedures, criteria, and timelines. *Please note that these procedures do not apply to T.A.'s or G.A.'s.*

WHO MUST BE EVALUATED?

All lecturers with appointments for two or more semesters (regardless of a break in service) must be evaluated. A lecturer holding appointments in two or more departments must receive an evaluation in each department where an appointment is held.

Full and part-time lecturers holding three-year appointments pursuant to Article 12 are not required to be evaluated annually. However, please be aware that the Collective Bargaining Agreement provides that all lecturers holding three-year appointments must be evaluated at least once during the term of their three-year appointment and may be evaluated more frequently upon the request of either the employee or the Department Chair.

WHOSE EVALUATION IS OPTIONAL?

Lecturers who are appointed for only one semester (both full-time and part-time), shall be evaluated at the discretion of the department chair or dean OR upon the request of the lecturer. However, if they are appointed to a one-semester fall contract and they are subsequently appointed for the spring semester, they must also receive a periodic evaluation.

THE FOLLOWING TABLE SUMMARIZES EVALUATION REQUIREMENTS:

Type of Appointment	Annual Evaluation	Department Evaluators
One semester	Optional	Department Chair
Two or more semesters, part-time	Required	Department Chair
Three-year contract, part-time	at least once during the term of their three-year appointment	Department Chair
Two or more semesters, full-time	Required	Peer Committee
3-Year contract, full-time	at least once during the term of their three-year appointment	Peer Committee

EVALUATION PROCEDURES

CSULB Lecturer Periodic Evaluation Form:

The same evaluation form is to be used for both full-time and part-time lecturers, with clear notation of the time base of the lecturer being evaluated. A copy of the 2009-10 form is available on the Faculty Affairs website and you are encouraged to familiarize yourself with the form in order to prepare for the evaluation process:

<http://www.csulb.edu/aa/personnel/evaluations/lecturers>

Evaluation of Full-Time Lecturers:

Full-time lecturers not holding three-year appointments pursuant to Article 12 must be evaluated annually by both the department and the dean. Evaluations must be conducted by a departmentally-elected peer review committee consisting of tenured faculty members, with opportunity provided for peer input. Such input may come from any faculty member and may be requested by the department chair, the department peer committee, or the lecturer. The input must be written, signed, and included in the evaluation materials. Copies of the written input must be provided to the evaluators and the lecturer. The chair may submit a separate recommendation to the dean if not serving as a member of the peer review committee.

Evaluation of Part-Time Lecturers:

Periodic evaluations of part-time lecturers are to be completed by the department chair, with opportunity provided for peer input. Such input may be from any faculty member, and may be requested by the department chair or the lecturer. The input must be written, signed, and included in the evaluation materials. Copies of the written input must be provided to the evaluators and the lecturer. The dean may provide an evaluation or may simply acknowledge having reviewed the Department evaluation.

Right to Rebut/Respond to Evaluation:

Pursuant to 15.5 of the collective bargaining agreement, at all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing within ten (10) days following receipt of the recommendation. The response or rebuttal is then forwarded with the evaluation to the next level (the Dean for responses to the peer committee or department chair. Rebuttals to the Dean's evaluation are submitted to the Dean).

All materials considered by the department shall be made available to the dean. At the conclusion of the review, the following materials must be forwarded to the Office of Faculty Affairs for placement in the Personnel Action File (PAF): Completed evaluation and rebuttals (if any), curriculum vitae, reflective narrative, list of professional accomplishments and contributions, written peer evaluations. Any other supplemental documentation is returned to the lecturer.

EVALUATION CRITERIA

Lecturer evaluations must be appropriate to the lecturer's position description and actual work assignment. .

Materials to be considered:

The Collective Bargaining Agreement stipulates that student evaluations of teaching must be considered in the periodic evaluation of lecturers. The use of student evaluations shall be in accordance with Article 15.15 and department policy. Additionally, lecturers may be asked by department evaluators to submit a current curriculum vitae, and copies of instructional materials such as course syllabi, representative assignments, and exams for all the courses evaluated. Lecturers may be asked by department evaluators to submit the materials from prior academic years if they have not already been reviewed due to a less than annual evaluation schedule pursuant to Article 15.26 or otherwise due to evaluation timelines.

Prior to the beginning of the review process, the faculty unit employee subject to review shall be responsible for the identification of materials s/he wishes to be considered and for the submission of such materials as may be accessible to him/her. Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation not provided by the employee.

Full-time lecturers must submit materials that illustrate their performance related to their duties identified in their position description and/or actual work assignment (i.e., teaching, professional development, and/or service).

Part-time lecturers may submit additional materials, including but not limited to materials that illustrate their performance related to their duties identified in their position description and/or actual work assignment (i.e., teaching, professional development, and/or service) such as a brief list of professional accomplishments or contributions over the past year, a reflective narrative, and/or a peer evaluation of teaching. If additional documentation is submitted by a lecturer, it must be considered in the lecturer's periodic evaluation. Lecturers may submit materials from the previous semester if not yet reviewed due to evaluation timelines.

Please note: When evaluators request that a lecturer provide materials for consideration and the requested material(s) are not provided, this may have an adverse impact on the lecturer's evaluation.

Classroom visits:

Classroom visits may be a useful tool in the evaluation process and may be utilized at the discretion of the department

evaluators/evaluation committee. When classroom visits are determined to be necessary to aid in the evaluation process, the individual lecturer being evaluated shall be provided a notice of at least five (5) days that a classroom visit is to take place. There shall be consultation between the lecturer being evaluated and the individual who visits his/her class(es).

TIMELINES AND DEADLINES

Each dean shall establish an internal college deadline for submission of lecturer evaluation by departments. These deadlines are to be established and announced to lecturers early in the fall semester. Each department chair shall establish a single deadline for the submission of materials for all lecturers being evaluated in a single semester, and must notify those lecturers of the deadline at least 30 calendar days prior to the due date, but no later than November 11, 2009. The dean shall forward the completed evaluation (including any rebuttals, curriculum vitae, reflective narrative, list of professional accomplishments and contributions, written peer evaluations) to the Office of Faculty Affairs for inclusion in the lecturer's Personnel Action File. Evaluations completed in the fall semester are due **December 18, 2009**. Those completed in spring semester are due **May 21, 2010**.

Questions should be directed to Academic Employee Relations Director Rene Castro at 55208 or AVP Holly Harbinger at 58264.

HH:rc

xc: Provost
FCPD Director Allen