



**All full and part-time Lecturers are invited to attend an evaluation workshop.  
The agenda is the same for both sessions of the workshop.**

**LECTURER PERIODIC EVALUATION**

Lecturers (full-time and part-time temporary faculty) who are appointed for two or more semesters must be given a formal written evaluation, called a Periodic Evaluation. Lecturers appointed for one semester may be evaluated at the discretion of the Department Chair or Dean or upon request of the Lecturer. Lecturers holding three-year appointments must be evaluated once during the three-year term and may be evaluated more frequently upon request of the appropriate administrator or the Lecturer. Periodic evaluations become part of each Lecturer's permanent personnel file.

Each fall, the Associate Vice President for Faculty Affairs sends an instructional memo to Deans and Department Chairs regarding the Periodic Evaluation of Lecturers. This instructional memo reviews periodic evaluation policies and sets deadlines. The memo and the periodic evaluation form are available on the Faculty Affairs Lecturer website listed below.

**LECTURER RANGE EVALUATION**

Lecturers who have five or more years in their current range and are currently at Service Salary maximum on the salary schedule are eligible for Lecturer Range Evaluation. The CSULB Academic Senate has established a **Range Evaluation Policy (PS-08-15)**. Lecturers eligible for a Range Evaluation will be notified by December 1, 2009. For eligibility questions, contact Elizabeth Martin in Faculty Affairs.

**LECTURER EVALUATION WORKSHOPS      LOCATION: ANATOL CENTER, AS-110, LIBRARY EAST**

- **Tuesday, November 17, 4-5:30 PM**
- **Wednesday, November 18, 4-5:30 PM**

The agenda is the same for each workshop. Each workshop will review the policies and procedures for periodic evaluation as well as range elevation and will review strategies for effectiveness in the evaluation process. Reservations are *not* required.

**LECTURER EVALUATION DEADLINES**

<b>Academic Year -</b> May 21, 2010	<b>Fall semester only -</b> December 18, 2009	<b>Spring semester only -</b> May 21, 2010
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**CONTACTS**

Holly Harbinger	Associate Vice President for Faculty Affairs	58264	harbinge@csulb.edu
Elizabeth Martin	Faculty Affairs Manager	58114	emartin@csulb.edu
Elizabeth Hoffman	Faculty Center Lecturer Project Leader	55692	ehoffman@csulb.edu

**LECTURER INFORMATION**

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

**RANGE EVALUATION POLICY 08-15**

- [http://www.csulb.edu/aa/grad\\_undergrad/senate/documents/policy/](http://www.csulb.edu/aa/grad_undergrad/senate/documents/policy/)