



**REVISED**

# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## OFFICE OF FACULTY AFFAIRS

September 15, 2009

**To:** Periodic Evaluation Candidates  
Deans  
Department Chairs  
Department Peer Committee Chairs

**From:** Holly Harbinger  
Associate Vice President for Faculty Affairs

**Subject:** Periodic Evaluation (Mini Evaluation and Professional Development Plan) of Probationary Faculty, 2009-2010

**DEADLINES**

- **December 1, 2009 – February 5, 2010** – Open Period
- **February 5, 2010** – Candidate file due to Department Peer Review Committee
- **TBD by College** – Candidate file due to College Office
- **May 15, 2010** – Candidate file due to Faculty Affairs

This memorandum provides information on two alternative forms of periodic evaluation, the Mini Evaluation and the Professional Development Plan, for first-year probationary (tenure-track) faculty.

Probationary faculty must be evaluated each year during the probationary period. Probationary faculty who are not being reviewed for reappointment, tenure, and/or promotion normally undergo a Mini Evaluation. In 2009-10, some tenure-track faculty in their first year of appointment will prepare a Professional Development Plan (PDP) in lieu of the Mini Evaluation. That decision is made by the Department Chair and the Dean in consultation with the faculty member.

**NOTE: Only new, probationary faculty members with no (0) years of service credit are eligible for a Professional Development Plan.**

The purpose of periodic evaluation is to provide assessment and feedback to probationary faculty members on their activities under the categories of instruction and instructionally-related activities, scholarly and creative activities, and university/community service. Unlike the RTP review for reappointment, tenure, and promotion, the Mini Evaluation does not include a recommendation for any personnel action.

A list of candidates scheduled for Mini Evaluation is provided to each College Office. The College Office distributes copies to the Department Chairs (copies to be distributed to Department Peer Committees).

**Mini Evaluation & Professional Development Plan Workshops** will be conducted for all interested faculty members (candidates and evaluators) on the following dates:

- **Monday, November 9, 2009 Noon-1 PM, Faculty Center for Professional Development, AS-12**
- **Thursday, November 12, 2009 Noon-1 PM, Faculty Center for Professional Development, AS-12**

## **I. MINI EVALUATIONS**

Mini Evaluations of probationary faculty are to be conducted by a Department Peer Review Committee and the College Dean, using a standard form. The Department Chair may also write an evaluation if he/she does not participate as a member of the Peer Review Committee. The standard **Periodic Evaluation Form** is available on the Faculty Affairs website.

The elected Department Peer Review Committee must consist of tenured full-time faculty. A department may decide to designate its RTP Committee to be the Peer Review Committee for these Mini Evaluations or it may elect a separate committee. If the Department Chair serves on the Department Peer Committee, the Chair may not write a separate evaluation. There is no committee review at the College level.

The candidate's activities are to be evaluated under the categories of:

- Instruction and Instructionally-Related Activities
- Scholarly and Creative Activities
- University/Community Service

Accordingly, the candidate must submit materials covering the period since the most recent periodic evaluation. Fall 2009 new probationary faculty should submit materials from the date of appointment. If service credit was given at the time of appointment, candidates should also include materials for the credited years. **The following materials must be submitted to the Department Peer Review Committee, by February 5, 2010:**

1. An updated Professional Data Sheet (PDS) which addresses the above categories.
2. Copies of student evaluation summaries representative of teaching assignments during the period of evaluation.
3. Any other relevant information or materials the candidate wishes.
4. Copies of all prior reviews, including a Professional Development Plan if one was submitted.

### **OPEN PERIOD FOR MINI EVALUATIONS**

Section 15.2 of the Collective Bargaining Agreement allows persons other than the candidate to provide information concerning the candidate, as follows:

**Faculty, students, academic-administrators and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by faculty and academic-administrators may include statements and opinions about qualifications and work of the candidate provided by other persons identified by name....**

To provide this opportunity to contribute information, an "open period" has been established, from December 1, 2009 through February 5, 2010. Departments must post in the Department Office the list of the candidates who are eligible for consideration. Each posted list should contain the following statement:

**Faculty, students, academic-administrators and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by the faculty unit employee and academic administrators may include statements and opinions about qualifications and work of the candidate by other persons identified by name. Letters or memoranda which contain statements of opinion or allegations of fact by unnamed persons cannot be accepted. All information must be submitted in written form to the Peer Review Committee with a copy to the candidate, by February 5, 2010.**

The candidate may respond to or rebut information provided during the open period, as described below.

**NOTE:** Since the periodic evaluation is a part of the Personnel Action File, requests for removal of information on the ground of inaccuracy – and only on that ground – may be made under the terms of Article 11.13 of the Collective Bargaining Agreement.

On the basis of information provided by the candidate and the material submitted during the open period, the Peer Review Committee evaluates the activities and achievements of the candidate since the most recent periodic evaluation or, for new faculty, since their appointment. While this may include service at another institution for which probationary credit was granted, particular attention should be paid to the candidate's record at CSULB. Evaluators should use the information submitted by the candidates to write evaluations that provide feedback to the candidates concerning their strengths and weaknesses so that the candidates will have on-going guidance in meeting the standards for tenure at the end of the probationary period. Evaluation of instruction should include an analysis of student evaluation data; in addition, peer evaluation of teaching is encouraged.

Following each level of evaluation (Department, Department Chair, and Dean), the candidate will be asked to read the evaluation at that level and to sign the evaluation form before it is forwarded to the next level. This signature acknowledges only that the evaluation has been read, not that the candidate agrees with it. Within ten (10) days of the receipt of the evaluation, the candidate may submit a written response to be forwarded with the evaluation. **Evaluations should therefore be completed, if possible, at least ten days before they are due at the next level.**

### **PROCEDURES FOR CANDIDATES ON JOINT APPOINTMENT**

For a joint appointment, there should be a single evaluation written by a single Peer Review Committee. That Committee consists of members selected from and by the members of the peer review committees in the Departments in which appointments are held. As closely as possible, each such Department should be represented on the committee in proportion to the portion of the appointee's position assigned to that Department. The Department Chair's evaluation, if any, is to be written by the Chair of the administratively responsible Department after consultation with the other Department Chair concerned. If the joint appointment is in two colleges, the Dean's evaluation is to be made by the Dean of the College in which the administratively responsible Department is located, after consultation with the Dean of the other College concerned.

### **MINI EVALUATION DOCUMENTATION SENT TO THE OFFICE OF ACADEMIC AFFAIRS**

Following completion of evaluations by the Department, Department Chair (if provided), and the Dean, the College office forwards the following materials to the Office of Academic Affairs:

- Completed and signed evaluation form(s)
- Curriculum vitae
- Candidate's written responses, if any

These materials will be placed in the candidate's Personnel Action File in the Office of Academic Affairs. Supplemental materials submitted by the candidate, other than the items listed above, are to be retained at the Department level unless requested by the Dean, and are to be returned to the candidate by the Chair of the Department Peer Review Committee and/or the Dean upon completion of the evaluation.

### **MINI EVALUATION DEADLINES**

- **The deadline for candidates to submit materials to the Department Peer Review Committee is February 5, 2010.**
- **Deans should establish timelines for completion of evaluations at the Department level and the forwarding of materials to the Dean's Office.**
- **All completed Periodic Evaluations are due in the Office of Academic Affairs by Friday, May 15, 2010.**

## **2. PROFESSIONAL DEVELOPMENT PLAN (PDP)**

The Professional Development Plan is an option that replaces the first-year Mini Evaluation for new, probationary faculty **with no (0) years of service credit**. The Department Chair and the Dean, in consultation with the faculty member, determine whether to require the Mini Evaluation or the PDP.

The Professional Development Plan is an articulation of the new probationary faculty member's professional goals, areas of interest, and accomplishments that he/she expects to achieve in each of the three areas of evaluation – instruction and instructionally-related activities, scholarly and creative activities, and university/community service - in order to meet the university, college, and department expectations/requirements for Reappointment, Tenure, and Promotion. As such, the PDP is actually three short narratives (approximately 500 words per area), one for each area of evaluation.

In no way is the Professional Development Plan meant to serve as a contract. The achievement of all stated goals does not guarantee tenure; nor does the failure to achieve these goals mean that tenure will not be granted.

### **Instructions and timeline for preparing the Professional Development Plan:**

The timeline for writing, consultation, revision, and forwarding of the approved PDP (including teaching evaluation summaries) to Academic Affairs is outlined below. The same obligation to meet timelines applies to both the PDP and the Mini Evaluation, although the specific timelines and procedures differ. **Note: No open period is required for faculty members preparing a PDP.**

- Sept-Oct** Candidate meets with the Department Chair to review the RTP process/policy, discuss expectations, and PDP requirements.
- 11/23** Candidate submits draft of PDP to the Department Chair.
- 12/14** Department Chair provides candidate with comments and/or recommendations for revisions.
- 2/15** Candidate submits revised PDP (if necessary) to Department Chair for approval.
- 2/15-3/8** Candidate meets with Department Chair to discuss the PDP and progress to date, including fall semester student evaluations of teaching.
- 3/8** Department Chair forwards PDP to the Dean.
- 3/29** Dean provides candidate with comments and/or recommendations for revisions.
- 4/19** Faculty member submits revised PDP (if necessary) to the Dean for approval.
- 5/17** Dean forwards signed, final PDP to the candidate, Department Chair, Department Peer Committee members, and Faculty Affairs.

### **GETTING HELP WITH PERIODIC EVALUATIONS**

This memo, the Periodic Evaluation form, and the Professional Development Plan FAQs are available on the Faculty Affairs website. From the main page, look under "Evaluations" for the section on Mini Evaluations and the Professional Development Plan:

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

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