



CALIFORNIA STATE UNIVERSITY, LONG BEACH
Academic Affairs

August 18, 2008

TO: Deans
Associate Deans
Department Chairs

FROM: Holly Harbinger
Associate Vice President for Academic Personnel

SUBJECT: INSTRUCTIONS FOR THE PERIODIC EVALUATION OF LECTURERS

EVALUATIONS DUE in the Office of Academic Personnel by

- December 19, 2008 for Fall
- May 15, 2009 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 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, they must be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the lecturer 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 after prior notification **OR upon the request of the lecturer**. If it is not known whether a lecturer with a one-semester fall contract will be appointed for the spring semester, that individual may receive a periodic evaluation.

PROCEDURES

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 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. For those full-time lecturers on 3-year contracts, the periodic **evaluation is normally required in year two**.

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 must be provided to the evaluators and the lecturer. The dean may provide an evaluation or may simply acknowledge having reviewed the Department evaluation. For those part-time lecturers with three-year contracts, the **evaluation is normally required in year two**.

Right to Rebut/Respond to Evaluation

For all types and levels of evaluations, the lecturer shall be given a copy of the evaluation. The lecturer may submit a response or rebuttal within ten (10) calendar days of receipt of the evaluation. 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, Office of Academic Affairs for responses to the dean).

The following table summarizes requirements for evaluation:

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	Normally Required In Year Two	Department Chair
Two or more semesters, full-time	Required	Peer Committee
3-Year contract, full-time	Normally Required In Year Two	Peer Committee

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 2008-09 form is available on the Academic Personnel website:

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

Materials to Be Considered

The Collective Bargaining Agreement stipulates that student evaluations of teaching must be considered in the periodic evaluation of lecturers. The evaluation must also be appropriate to the lecturer's position description and actual work assignment.

- Full-time lecturers **must** submit materials that illustrate their performance related to their duties identified in their position description (teaching, professional development, and/or service).
- Part-time lecturers **may** submit additional materials such as a current curriculum vitae, a brief list of professional accomplishments or contributions over the past year, a reflective narrative, and/or a peer evaluation of teaching.

If such 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.

All materials considered by the department shall be made available to the dean. The dean's evaluation and any of the following materials, if submitted, must be forwarded to the Office of Academic Personnel: C.V.; reflective narrative; list of professional accomplishments and contributions; written peer evaluation. Other supplemental documentation is returned to the lecturer.

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 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, 2008. The dean shall forward the completed evaluation to the Office of Academic Personnel for inclusion in the lecturer's personnel action file. Evaluations completed in the fall semester are due **December 19, 2008**. Those completed in spring semester are due **May 15, 2009**.

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

HH:mst

xc: Provost Gould
FCPD Director Allen
Lecturers