

## EVALUATION OF LECTURERS

### FAM 652.2

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#### Purpose and Scope

Lecturers play a vital part in the mission of the university. The evaluation of lecturers is thus an important process that helps ensure the quality of instruction for students. This document sets forth policies and processes for the evaluation of lecturers.

The major aspects of the evaluation of lecturers are stipulated in the Collective Bargaining Agreement (CBA). What is specified in this document is meant to implement the CBA, not to replace any element of it. If a provision in this document is found to be inconsistent with a future CBA, the CBA shall prevail.

Lecturer evaluation is intended to aid the decision about the lecturer's future appointment and the department's decision about the lecturer's assignment.

This policy shall refer to FAM 652.1: Evaluation of Tenure-Line Faculty where necessary, as some aspects of evaluation are the same for both lecturers and tenure-line faculty.

#### Definitions

1. *Lecturer*: A non-tenure-line, unit-three employee who provides academic instruction to students. Such instruction is provided generally-although not always—under a course found in the CSUSB Catalog (e.g., MATH XXXX, ENG XXXX). A lecturer may teach on any time base and may be on any type of appointments (e.g., Academic Term, Academic Year, Three-Year, or Multiterm (see below)).
2. *Department*: An academic department or academic school (e.g., School of Social Work and School of Computer Science and Engineering).
3. *Department chair*: The chair of a department or the director of a school.
4. *WPAF*: Working Personnel Action File.
5. *Appointment*: Written agreement between the university and the lecturer that sets

forth the terms and conditions of employment.

## Policy Statement

Lecturers in the university are typically hired by a department and occasionally by a college via the following types of appointment:

1. *Academic Term*: Appointment for one academic term.
2. *Academic Year*: Appointed for an academic year.
3. *Three Year*: Appointed for three academic years per Article 12 of the CBA.
4. *Multiterm*: Appointed for more than one term but excluding 2 and 3 above.

Lecturers shall be evaluated on the duties as defined in their appointment. Accomplishments and activities beyond these duties, including but not limited to participation in course development and inclusion of high-impact practices in their courses, shall be considered if they are closely related to their appointment assignments. It is the evaluated lecturer's responsibility to document these accomplishments and activities and to demonstrate their connections with their appointment assignments.

All aspects of evaluation shall be confidential.

Evaluated lecturers shall have the right to respond to or rebut the evaluation report(s).

Lecturers hired by a department are evaluated jointly by either the Department Evaluation Committee or the Lecturer Evaluation Committee (see below on committee) and the department chair. Lecturers hired by a college are evaluated by either the College Evaluation Committee or the College Lecturer Evaluation Committee (see below on committee) and the college dean. Lecturers hired by the University Honors Program are evaluated by the Honors Director and an evaluation committee composed of tenured faculty who also teach in the Honors program. Lecturers with joint appointments shall be evaluated separately in each department or other unit.

## Accumulating Documentation

Effective and fair evaluations of lecturers rely on evidence and documentation collected throughout the year. For most lecturers, whose sole or primary responsibility is teaching, evidence and documentation come from three sources.

1. *Class visitation*. The process for class visitation for lecturers is the same as it is for tenure-line faculty (FAM 652.1). A class visitation results in a report filed by the visitor, which becomes official documentation for evaluation.
  - a. All lecturers shall be visited in the term in which they begin their employment and in any new course they are assigned to teach.
  - b. Lecturers with three year appointments are visited at least once in an evaluation cycle.
  - c. Subsequent and additional visitations of lecturers may be scheduled by the



Department/College Evaluation Committee or Department/College Lecturer Evaluation Committee (see below) or Honors Program Lecturer Evaluation Committee. Additional visitations may also be scheduled at the request of the lecturer or an appropriate administrator.

2. Student Evaluations. The student evaluations for lecturers are administered in the same way as they are for tenure line faculty (FAM 652.1). For those lecturers whose assignment is supervision, student evaluations related to supervision shall be used instead.
  - a. Lecturers with Academic Term, Academic-Year or Multiterm appointments are required to have all of their classes evaluated.
  - b. Lecturers with Three-Year appointments may exclude up to 20% of the courses evaluated from being used for evaluation in a given academic year. The exclusion should not negatively affect the representativeness of the lecturer's teaching portfolio as determined jointly by the department chair (or equivalent) and the evaluated lecturer. In the event of disagreement about what courses are deemed representative," each party shall select 50% of the courses as representative. If this selection process results in student evaluations not being included for evaluation, the department chair and the lecturer concerned will sign a statement indicating which student evaluations shall be excluded. The signed statement shall be placed in the lecturer's WPAF.
3. *Other evidence/documentation.* For lecturers with accomplishments beyond and related to those that are specified in their appointment, they may include the documentation for these accomplishments for evaluation.

## Procedure and Process

The evaluation of lecturers is conducted primarily at the department level. Lecturers who are eligible for three-year appointments or reappointments are also evaluated at the college level, and the provost conducts a final review in cases where the department rates the lecturer as satisfactory and the Dean rates the lecturer as unsatisfactory. The Office of Faculty Affairs and Development (FAD) coordinates the evaluation process.

### 1. Committee for evaluation

The committee for the evaluation of lecturers may be the Department Evaluation Committee, which is created in accordance with FAM 652.1 (three tenured faculty, two of whom must be at the rank of professor). It may also be a separate committee (Lecturer Evaluation Committee) if the department so chooses based on a vote of the tenure-line faculty. This committee will be composed of at least three tenured faculty elected via the same process for the Department Evaluation Committee. The chair of the committee is elected by committee members. The department chair (or equivalent) cannot be an elected committee member. The department chair (or equivalent), instead, conducts the evaluation jointly with the committee.

Lecturers hired by or assigned to teach in a college may be evaluated by the College Evaluation Committee or a College Lecturer Evaluation Committee. The College Lecturer

Evaluation Committee shall be elected in the same way as the Department Lecturer Evaluation Committee.

If a Lecturer Evaluation Committee is composed (at either the department or college level), it will assume the responsibilities in all aspects of lecturer evaluation as specified in FAM 652.1 (e.g., assignment of class visitation). The tenure-line Evaluation Committee shall be released of these responsibilities. The University Honors program should elect an evaluation committee by nominating faculty who have disciplinary expertise relevant to the Honors Program. The Honors Director shall supply the Faculty Senate with a list of faculty who are eligible to vote in this election, and the Faculty Senate Elections Committee shall administer the election. The Honors Director works jointly with the committee in the same manner that a department chair works with a departmental lecturer evaluation committee.

## 2. Lecturer WPAF

- a. Evaluation of lecturers shall be based solely on the lecturer's WPAF.
- b. The department (normally), or college (in the case of lecturers who are being evaluated for their teaching in the college), or Honors Program (in the case of lecturers being evaluated for their teaching for the University Honors Program) shall be responsible for assembling and maintaining the WPAFs and delivering them to the committee that evaluates the lecturers.
  - i. For lecturers whose responsibility is solely teaching, the WPAF shall include a Lecturer Evaluation Form (See Appendix), a list of all classes taught during the evaluation cycle, student evaluation results, visitation reports, previous years' evaluation reports (if applicable), and documentation for excluded student evaluations (if applicable). It may also include other information as deemed appropriate jointly by the department/college and the lecturer as specified in Item 3 under the Accumulating Documentation section.
  - ii. For lecturers whose duties are primarily teaching but include other, non teaching assignments, the activities and accomplishments in these assignments shall be included in addition to the items listed in (i) above.
  - iii. For lecturers whose assignments are solely or primarily non-teaching, a Faculty Activity Report (FAR) shall be submitted by the lecturer to the college office. The requirements for the FAR are the same as those for tenure-line faculty as stipulated in FAM 652.1.

## 3. Frequency of Evaluation

- a. Lecturers with Academic Term appointments shall be evaluated at the discretion of the department chair or appropriate administrator. Lecturers themselves can also request evaluation.
- b. Lecturers with Academic Year appointments shall be evaluated in the last term of their appointment. The review period for lecturers on Academic Year appointments would include the Spring and Fall semesters immediately preceding the term in



which the evaluation is conducted. (e.g., For an evaluation conducted in Spring 2022, the lecturer would be evaluated on their teaching in Spring 2021 and Fall 2021.)

- c. Lecturers with Three-Year appointments shall be evaluated in the last term of their appointment. More frequent evaluations may be conducted upon the request of the lecturer or at the discretion of the president or designee. The review period for lecturers on Three Year appointments would include the six semesters preceding the term in which the evaluation is conducted. (e.g., For an evaluation conducted in Spring 2023, the lecturer would be evaluated on their teaching from Spring 2020 to Fall 2022.)
  - d. Lecturers who are being reviewed to determine if they are to receive their initial Three Year appointment shall be evaluated on all of their teaching for the prior six years.
  - e. Lecturers with Multiterm appointments shall be evaluated at least once during the appointment period.
4. Process and timeline for evaluation
- a. Lecturer evaluation typically takes place in the spring term. However, the department or college may opt to conduct the evaluation in other terms. The Office of FAD will work together with Deans' Offices, department chairs, and departmental staff to determine which lecturers must be evaluated.
  - b. Evaluators receive lecturers' WPAFs by the end of the second week of the term.
  - c. Departmental evaluators conduct evaluations and fill out parts 1 and 2 of the Lecturer Evaluation Form (Appendix A or B) in subsequent weeks. The evaluation shall include a rating of the lecturer as either satisfactory or unsatisfactory. If the department evaluates a lecturer as unsatisfactory, reasons for the rating shall be provided.
  - d. No later than the end of the ninth week of the term, the department/college/Honors Program must send a copy of the completed evaluation to the lecturer. The Office of FAD will work with the department/college/Honors Program to distribute the evaluations to lecturers.
  - e. If a lecturer decides to respond to or rebut the departmental evaluation result, they must submit the response or rebuttal within ten (10) calendar days of receipt of the evaluation result. The response/rebuttal should be submitted to the unit (department, college, or Honors program, see section 2b) responsible for maintaining the WPAF and included in the WPAF.
  - f. For all lecturers except those eligible for three-year appointments or re-appointments, the lecturer will be eligible for a contract renewal if the departmental evaluation is satisfactory. For lecturers who are eligible for a three-year appointment or reappointment, the procedure continues as specified in sections g through k below.
  - g. For lecturers who are eligible for appointment or reappointment to a three-year term, the department chair shall notify the college dean by the end of the eleventh

week of the term that the Lecturer Evaluation Forms are available for their review. The Dean conducts the evaluation after reviewing the WPAF, the departmental evaluation, and the response or rebuttal (if applicable). The Dean completes section 3 of the Lecturer Evaluation Form (Appendix B), including a rating of the lecturer as either satisfactory or unsatisfactory. If the Dean evaluates a lecturer as unsatisfactory, reasons for the rating shall be provided.

- h. No later than the end of the thirteenth week of the term, the Dean must send a copy of the completed evaluation to the lecturer. The Office of FAD will work with the Deans to distribute the evaluations to lecturers.
- i. If a lecturer decides to respond to or rebut the Dean's evaluation result, they must submit the response or rebuttal within ten (10) calendar days of receipt of the evaluation result. The response/rebuttal should be submitted to the unit (department, college, or Honors program, see section 2b) responsible for maintaining the WPAF and included in the WPAF.
- j. A three-year appointment will be granted if the lecturer is evaluated as satisfactory by the Dean or appropriate administrator.
- k. The Provost shall provide a final level of review only in cases where a lecturer who is eligible for a three-year appointment or reappointment has been evaluated as satisfactory by the department and unsatisfactory by the Dean. The Provost completes section 4 of the Lecturer Evaluation Form (Appendix B) rating the lecturer as satisfactory or unsatisfactory after reviewing the WPAF, the departmental and Dean's evaluations, and all responses or rebuttals (if applicable). If the Provost evaluates a lecturer as unsatisfactory, reasons for the rating shall be provided. A copy of the report shall be sent to the lecturer by the end of the term. The Office of FAD will work with the Provost to distribute the evaluations to lecturers. A three-year appointment will be granted if the lecturer is evaluated as satisfactory by the Provost.

#### 5. Criteria for Evaluation

- a. **Teaching:** the criteria for teaching are the same as for tenure-line faculty's performance review (FAM 652.1).
- b. **Non-teaching:** the criteria for non-teaching duties are the same as for tenure-line faculty to reflect the scope of the duties specified in the evaluated lecturer's appointment (FAM 652.1).

## Appendix A: Evaluation form for all lecturers except those eligible for three-year contracts

### Part 1: Information [to be filled out by department committee and chair]

Name:

Department:

Type of Appointment:  Academic Term;  Academic Year;  Multiterm

Time base:  (1.0)  (less than 1.0)

Period under review: (Term) to (Term)

Courses taught during the evaluation cycle:

### Part 2: Evaluation [to be filled out by committee and chair]

Provide a summary evaluation of the quality of performance in the following areas.

*Teaching.* Comment on Command of the Subject Matter, Course Design/Preparation, Instructional Material and Organization, Effectiveness in Instruction, and Academic Assessment of Students, using information from the following sources. (Not all sections may be applicable. For example, classroom visitation reports and student evaluations may not be available in the WPAFs of lecturers with entirely supervision assignments.)

- a. Classroom Visitation reports
- b. Student Evaluations
- c. Other information found in the WPAF

*Research, scholarly or creative contributions (if applicable)*

*University and/or community service (if applicable)*

Indicate whether the lecturer's performance is satisfactory or unsatisfactory and provide reasons for your evaluation.

Satisfactory

Unsatisfactory

Signed and dated by:



[NAME OF COMMITTEE CHAIR, DATE]

[NAME OF DEPT. CHAIR, DATE]

[NAME OF COMMITTEE MEMBER, DATE]

[NAME OF COMMITTEE MEMBER, DATE]

[More signatures may be added as needed.]

## Appendix B: Lecturer Evaluation Form For 3 Year Appointments

Part 1: Information [to be filled out by department or college office]

Name:

Department:

Type of Appointment: Three-Year

Time base:  (1.0)  (less than 1.0)

Period under review: (Term) to (Term)

Courses taught during the evaluation cycle:

Part 2: Departmental Evaluation [to be filled out by committee and chair]

Provide a summary evaluation of the quality of performance in the following areas.

Teaching. Comment on Command of the Subject Matter, Course Design/Preparation, Instructional Material and Organization, Effectiveness in Instruction, and Academic Assessment of Students, using information from the following sources. (Not all sections may be applicable. For example, classroom visitation reports and student evaluations may not be available in the WPAFs of lecturers with entirely supervision assignments.)

d. Classroom Visitation reports



- e. Student Evaluations
- f. Other information found in the WPAF

Research, scholarly or creative contributions (if applicable)

University and/or community service (if applicable)

Indicate whether the lecturer's performance is satisfactory or unsatisfactory and provide reasons for your evaluation.

Satisfactory

Unsatisfactory

Signed and dated by:

[NAME OF COMMITTEE CHAIR, DATE]

[NAME OF DEPT. CHAIR, DATE]

[NAME OF COMMITTEE MEMBER, DATE]

[NAME OF COMMITTEE MEMBER, DATE]

[More signatures may be added as needed.]

### Part 3: Dean's Evaluation

Indicate whether the lecturer's performance is satisfactory or unsatisfactory and provide reasons for your evaluation.

Satisfactory

Unsatisfactory

Provide any comments (required if unsatisfactory)

Reviewed by [NAME OF DEAN; DATE]

Part 4: Provost's Evaluation (only for cases in which the department evaluation is satisfactory and the Dean's evaluation is unsatisfactory)

Indicate whether the lecturer's performance is satisfactory or unsatisfactory.

Satisfactory

Unsatisfactory

Provide any comments (required if unsatisfactory)

Reviewed by [NAME OF PROVOST; DATE]

## History

First created: June 2019 by FAC

Renumbered: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Q2S-Updated: 2020 by FAC

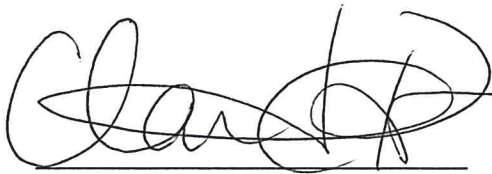
Revised: 2023 by FAC



**FOR OFFICE USE ONLY**

Approved by the CSUSB Faculty Senate on May 9, 2023

**Signed and dated by**



Claudia Davis (Senate Chair)

June 26, 2023  
Date



Tomás Morales (President)

7/10/23  
Date

[This is the last page of a FAM document and shall be kept in the senate office. The dates on this page must match dates on the corresponding lines of the previous page.]