

EVALUATION OF LECTURERS

FAM 652.2

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Purpose and Scope

Lecturers have been playing an increasingly 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 dean's 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.

Definition

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 types of appointments (e.g. Academic Term, Academic Year, or Three-Year, Multiyear, 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.

Lecturers hired by a department are evaluated jointly by either the Department Evaluation Committee or the Lecture 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.

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 two 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 on the Three-Year appointment 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). Additional visitations may also be scheduled at the request of the lecturer or an appropriate administrator.
2. *SOTEs.* The SOTEs 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 of Supervision Effectiveness (SESEs) shall be used instead.
 - a. Lecturers on the Academic Term Academic-Year, or Multiterm appointment are required to have all of their classes SOTEd.
 - b. Lecturers on the Three-Year appointment may exclude up to 20% of the courses SOTEd 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 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 SOTEs not being included for evaluation, the department chair and the lecturer concerned will sign a statement indicating which SOTEs shall be excluded from evaluation. 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 (and, occasionally, the college, see below) level and in coordination with the college and the Office of Faculty Affairs and Development.

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 cannot be an elected committee member. He or she, instead, conducts the evaluation jointly with the committee in the capacity of the department chair.

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 Evaluation Committee shall be released of these responsibilities.

2. Lecturer WPAF

- a. Evaluation of lecturers shall be based solely on the lecturer's WPAF.
- b. The college shall be responsible for assembling 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, SOTE results, visitation reports, previous years' evaluation reports (if applicable), and documentation for excluded SOTEs (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 on the Academic-Term appointment shall be evaluated at the discretion of the department chair or appropriate administrator. Lecturers themselves can also request evaluation.
- b. Lecturers on the Academic Year appointment shall be evaluated in the last term of their appointment.
- c. Lecturers on the Three-Year appointment 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.
- d. Lecturers on the Multiterm appointment 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.
- b. The third week of the term: Evaluators receive lecturers' WPAFs.
- c. Subsequent weeks: Evaluators conduct evaluation and fill out the Lecturer Evaluation Form (Appendix).
- d. No later than three weeks before the end of the term: Evaluators submit the lecturer Evaluation Form to the college dean for review.
- e. No later than two weeks before the end of the term, department/college must send the result of the evaluation to lecturers.
- f. If a lecturer decides to respond to or rebut the evaluation result, he or she must submit the response or rebuttal within ten calendar days of receipt of the evaluation result.

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: Lecturer Evaluation Form

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

Name: _____ Department: _____

Type of Appointment: ___ Academic Term; ___ Academic Year; ___ Three-Year; ___ Multiterm

Time base: _____ (1.0) _____ (< 1.0)

Period under review: _____(Term) to _____ (Term)

Courses taught during the evaluation cycle: _____

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

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

1. *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 SOTEs may not be available in the WPAFs of lecturers with entirely supervision assignments.)

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

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

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

If a lecturer is eligible for a three-year appointment or for a subsequent appointment, 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.]

Reviewed by [NAME OF DEAN; DATE]

Approvals

Approved by the Faculty Senate on February 18, 2020

Approved by the President on March 24, 2020

History

First created: February 2020 by Faculty Affairs Committee