

PERIODIC EVALUATION OF TEMPORARY FACULTY/LIBRARIANS/COUNSELORS

Purpose: This document maintained by Academic Personnel Services provides general guidance and specifies the policy and procedures that will be used to implement various articles of the Unit 3 Collective Bargaining Agreement (CBA) related to the evaluation of temporary faculty unit employees, including lecturers, librarians, and counselors. The policies and procedures for the evaluation of coaches are located in Appendix M of the [Faculty Handbook](#). In the event of a conflict between this document and the CBA, the CBA shall prevail.

General Provisions per the 2022-2024 Faculty Collective Bargaining Agreement

1. The CBA mandates a periodic evaluation of temporary faculty unit employees that results in written statements which are placed into the employee's Personnel Action File (PAF). The temporary faculty unit employee shall be provided a copy of the written record of the evaluation.
2. Only tenured faculty/librarians/counselors and academic administrators may engage in deliberations and make recommendations to the College/Library Dean or Director of Counseling & Psychological Services regarding the evaluation of a temporary faculty unit employee. At the request of a department, the Provost may agree that a FERP participant may also engage in this process.
3. **Notification:** Evaluation criteria and procedures must be made available to academic year temporary faculty unit employees no later than 14 days after the first day of instruction of the fall semester or 14 days after the first day of instruction of the spring semester for mid-year hires. Temporary faculty unit employees who are classified as 10-month or 12-month rather than AY employees (e.g., Librarians) shall receive evaluation criteria and procedures no later than 14 days after the appointment start date.
4. Any changes to evaluation criteria and procedures must be made prior to the commencement of the annual evaluation process, and all temporary faculty unit employees must be advised of such changes in writing prior to the start of the evaluation cycle. Once the evaluation cycle has begun, there shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process. Faculty members teaching online are subject to all the rights and conditions set out in the CBA and campus policies.
5. Personnel committees may establish timelines for conducting periodic evaluations; however, all evaluations must be conducted and completed prior to the end of the academic year. See the [Personnel Action Dates Calendar](#) for current year deadlines.
6. Temporary faculty unit employees must be evaluated in terms of their particular assignment and the criteria appropriate to that assignment. Departments/units shall define what is required to achieve a satisfactory rating.
7. When classroom visits are part of the evaluation process, the employee being evaluated shall be provided a notice of at least five (5) days prior to a classroom visitation, online observation, and/or review of online content is to take place. Before classroom visitations, the classroom evaluator shall consult with the employee being evaluated.
8. Student evaluations are required for all faculty unit employees who teach. Student evaluations shall be administered in all classes taught by each faculty unit employee. Any student communication or evaluations provided outside of the regular student evaluation process must be identified by name to be included in the evaluation of temporary faculty unit employees.
9. A student evaluation program for Librarians, Counselors, and Coaches may be developed at the campus level. If such a program is established, the evaluation process shall be developed by a committee comprised of faculty unit employees and appropriate administrators.
10. **Multiple Assignments:** Temporary faculty unit employees are to be evaluated within each department or equivalent unit in which they have an appointment.

Minimum Requirements¹ per the 2022-2024 Faculty Collective Bargaining Agreement²

Periodic evaluations shall rate temporary faculty unit employees as either satisfactory or unsatisfactory. It is the department's responsibility to define what is required to achieve a satisfactory rating. Satisfactory ratings may include narrative comments including constructive suggestions for development.

The following evaluation procedures shall occur annually for temporary faculty unit employees appointed for two or more semesters³, regardless of a break in service; and, at least once⁴ during the term of a three-year appointment:

If **Part-Time** the evaluation shall include:

1. Student Evaluations (all classes) [Optional for librarians and counselors]
2. Department Chair and/or Dean Evaluation
3. Opportunity for department peer input

If **Full-Time** (15 WTUs per semester or 1.0 timebase), evaluation shall include:

1. Student Evaluations (all classes) [Optional for librarians and counselors]
2. Peer Review by committee of tenured faculty (may include FERP)⁵
3. Dean Evaluation

If appointed for **one semester or less:**

1. Evaluation at discretion of department chair or dean.

If a temporary faculty unit employee is subject to a periodic evaluation, and the temp faculty employee is on an authorized paid or unpaid leave during the period in which the evaluation is scheduled, the employee may request a postponement of the evaluation. If the request is granted, the temp faculty member's appointment shall automatically be extended through the academic year in which the rescheduled evaluation takes place. If the outcome of the evaluation is a determination of satisfactory performance, the new three-year appointment shall be effective at the beginning of the academic year following the original expiration date of the prior appointment.

Evaluation Requirement for Issuance of a Three-Year Appointment

Temporary faculty are eligible for consideration of an initial three-year appointment after six years of service worked on a single campus in a single department. Temporary faculty currently holding three-year appointments are evaluated in the third year of the appointment for consideration of a subsequent three-year appointment.

The faculty member's cumulative performance for the entire qualifying period (6 years for initial appointment; 3 years for subsequent appointment) shall be evaluated in the year preceding the issuance of any three-year appointment. This evaluation shall include:

1. Student evaluations (all classes)
2. Peer review by committee of tenured faculty (may include FERP)
3. Dean Review of Personnel Action File and any materials generated for 3-year review

If The Dean determines that a temporary faculty unit employee has not performed their duties in a satisfactory manner, then the reasons for the determination shall be reduced to writing and placed in the Personnel Action File.

¹ Departments may develop additional procedures and request additional materials for review so long as these requests are evenly applied to all under review.

² 2022-2024 Faculty Collective Bargaining References: 12.12, 12.13, 15.2-4, 15.14, 15.15, 15.17, 15.18, 15.20(d), 15.23 – 15.30

³ Does not apply to Article 12.12 three-year appointments

⁴ Article 12.12 three-year appointees may be evaluated more frequently upon the request of either the employee or the Dean.

⁵ For lecturers, department chairs may make separate recommendations; in that event, the chair shall not participate as a member of the department peer committee.