



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

## SP 18-XX Policy on Lecturer Evaluation

SP 18-XX supersedes SP 12-10

SP 12-10 superseded SP 09-06

SP 09-06 superseded SP 08-02

**SP 18-XX Drafted By:** Faculty Affairs Committee (FAC) 2018-2019: Stephen Clark, Nina Clements, Neomie Congello, Hua Dai, Lynette Landry, Lindsey O'Connor, Kent Porter (ex officio), Chuck Weis

**Applicability:** All CSUCI Lecturers

**Effective date:** Fall 2019

**Purpose:** To revise the existing Policy on Lecturer Evaluation (SP 12-10)

### Policy on Lecturer Evaluation, CSU Channel Islands

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#### A. Philosophy

California State University Channel Islands is committed to providing high-quality, student-centered instructional programs to all constituencies. Excellent faculty members, dedicated to continuous intellectual and professional growth, are essential to fulfilling our commitment. All elements and standards of lecturer evaluation recognize the university's mission, including:

- placing students at the center of the educational experience
- providing undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches
- emphasizing experiential and service learning
- graduating students with multicultural and international perspectives



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### B. Purpose

1. This document sets forth policies for the periodic evaluation of lecturers in alignment with the Unit 3 (Faculty) Collective Bargaining Agreement (CBA).
2. The document takes into account the need to:
  - comply with CSU Board of Trustees policies, California Code of Regulations (Title 5), California Education Code, and other applicable state and federal laws
  - be consistent with the terms outlined in the appointment letter issued to the lecturer by CSU Channel Islands
  - be consistent with the mission of CSU Channel Islands
  - provide lecturers with feedback primarily to improve performance in teaching and/or other duties as assigned
  - provide appropriate administrators (e.g., deans) with evidence to make informed reappointment decisions
3. Evaluations of temporary counselor faculty are not governed by this policy but rather by SP 17-09.

### C. Definitions

1. A lecturer is a full-time or part-time temporary faculty employee appointed for a specific period of time.
2. A full-time lecturer is a lecturer who holds an appointment of at least 30 weighted teaching units (WTUs) or equivalent per academic year within one program.
3. A part-time lecturer is a lecturer who holds an appointment (or appointments) of less than 30 WTUs or equivalent per academic year.
4. Lecturers who hold simultaneous appointments in different programs shall be evaluated separately as part-time lecturers by each program in which they hold an appointment.
5. An evaluation cycle is the period of service being evaluated (e.g., one semester, one academic year, three years for lecturers holding a three-year contract, or six years for lecturers eligible for an initial three-year contract).



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6. The term “portfolio” as used in this policy refers to the Working Personnel Action File (WPAF), which is that file specifically generated for use in a given evaluation cycle. The portfolio shall include all required forms and documents, and all information specifically provided by the lecturer being evaluated. Per the CBA, the portfolio shall also include all faculty and administrative level recommendations from the current evaluation cycle, and all rebuttal statements and responses submitted. Per the CBA, the portfolio materials are incorporated by reference into the Personnel Action File (PAF).
7. Per the CBA, the PAF is defined as the one (1) official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a lecturer.
8. Throughout this document, the word “shall” indicates mandatory action; the word “may” indicates voluntary action.

### **D. General**

1. A copy of the Policy on Lecturer Evaluation shall be made available to lecturers by the Faculty Affairs Office via its website.
2. At the beginning of each academic year, the Faculty Affairs Office shall publish a timeline for lecturer evaluation, including deadlines for submission of the portfolio and a target date of the end of the 11<sup>th</sup> week of the spring semester for completion of lecturer evaluations.
3. Each spring semester the Faculty Affairs Office shall provide program chairs and their equivalent a list of lecturers appointed in their program areas, including their entitlements (if any).
4. Evaluations of lecturers shall be completed and included in the lecturer’s PAF prior to issuance of employment contracts for the following academic year or for the next three-year contract cycle (depending on the lecturer’s status).
5. All evaluations for reappointment of lecturers shall be based only upon evidence in the lecturer’s PAF, which incorporates the contents of the portfolio.
6. At the conclusion of the evaluation cycle, all written evaluations and all rebuttal statements and responses shall be placed in the lecturer’s PAF.



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7. Lecturer evaluation committees shall consist of no fewer than two members and shall be constituted (e.g., elected, appointed) as determined by each program. Per the CBA, only tenured faculty shall serve on lecturer evaluation committees. If there are insufficient tenured faculty in the program to form a lecturer evaluation committee, the program chair shall invite tenured faculty from other programs to serve on the committee.
8. Program chairs are advised to assign tenured faculty to perform the required observations of lecturers as part of the lecturer evaluation process. If there are insufficient tenured faculty in the program to perform said observations, the chair may invite tenured faculty from other programs, or tenure-track faculty from within the program, to do so. Program chairs are advised not to assign first-year assistant professors to perform said observations of lecturers unless absolutely necessary.
9. Program chairs, in coordination with the Office of Faculty Affairs, the Director of Faculty Development, and the Faculty Development Advisory Committee, shall ensure that faculty assigned to perform observations of lecturers as part of the lecturer evaluation process are adequately trained to do so.
10. Lecturers who hold appointments in more than one program shall be evaluated separately by each program in which they hold an appointment.

### E. Evaluation Process

1. All full-time lecturers and any lecturers holding or eligible for a three-year contract shall be evaluated in stages as described below:

**Stage One:** The first stage of evaluation shall be by a committee of tenured faculty as described in section D. The program chair, if tenured, may be a member of the committee. The committee, after reviewing and signing the PAF (which incorporates the contents of the portfolio), shall provide a written evaluation of the lecturer along with reasons for the evaluation, including evidence on which the evaluation is based.

**Stage Two:** If the program chair is not a member of the lecturer evaluation committee, and is tenured, the program chair may write a separate evaluation of the lecturer. The program chair, after reviewing and signing the PAF (which incorporates the contents of the portfolio), shall provide a written evaluation of the lecturer along with reasons for the evaluation, including evidence on which the evaluation is based.



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**Stage Three:** The dean, after reviewing and signing the PAF, shall provide a written evaluation of the lecturer, along with reasons for the evaluation, including evidence on which the evaluation is based.

2. Part-time lecturers holding a one-year contract shall be evaluated by the program chair.
3. A lecturer appointed for one semester or less may be evaluated at the discretion of the program chair or equivalent, or at the discretion of the dean. The lecturer may also request that an evaluation be performed.
4. Lecturers (full-time and part-time) holding a one-year contract shall be evaluated every second semester, normally in the spring, regardless of a break in service. The evaluation cycle is the period of service since the last evaluation, including student evaluations from the prior spring semester if these were not available at the time of the prior evaluation.
5. Lecturers (full-time and part-time) who are eligible for an initial or a subsequent three-year contract shall be evaluated in the year preceding the possible issuance of a three-year contract. The evaluation shall consider the entire six-year qualifying period (for initial contract) or the entire three-year qualifying period (for subsequent contract), including student evaluations from the prior spring semester if these were not available at the time of the prior evaluation.
6. The ratings to be used in lecturer evaluations shall be the following:
  - “Satisfactory-With Distinction”
  - “Satisfactory”
  - “Satisfactory-With Concerns”
  - “Unsatisfactory”
7. In the event of an “unsatisfactory” rating of a lecturer by an evaluation committee or by a chair or equivalent, and given the potential consequences of such a rating, the dean shall subsequently write a separate evaluation of the lecturer.
8. The portfolio shall be submitted by the lecturer to their program chair(s) or to the Faculty Affairs Office by the published deadline and shall be incorporated by reference into the PAF.
9. The portfolio shall contain at least one observation during the evaluation cycle. Observers are encouraged to meet with lecturers prior to and following the observation.
10. After each stage of evaluation, the lecturer shall have ten days to respond in writing and/or request a meeting with the chair, dean, or appropriate administrator (e.g., Director of Faculty Affairs).



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11. At the conclusion of the evaluation cycle, a copy of all evaluations, and the lecturer's written response(s), shall be placed in the lecturer's PAF.

### F. Portfolio

1. Given the importance of promoting reflective practices and a culture of continuous improvement among all faculty, a portfolio shall be submitted by all lecturers being evaluated, regardless of full- or part-time status.
2. The portfolio for lecturers whose primary duties are teaching shall include:
  - A current CV
  - Student evaluations (already included in PAF; additional copies not needed)
  - At least one observation of teaching during the evaluation cycle
  - Syllabi for all courses taught during the evaluation cycle (only one syllabus for multiple sections of the same course)
  - Selected course materials (exams, assignments, case studies, etc.)
  - A self-assessment (limited to 750 words) of the lecturer's performance during the evaluation cycle (highlighting accomplishments, strengths, areas for improvement, professional development activities, etc.)
3. The portfolio for lecturers whose primary duties are not teaching shall include:
  - A current CV
  - At least one observation of performance of duties during the evaluation cycle
  - Selected materials relevant to the performance of the lecturer's duties
  - A self-assessment (limited to 750 words) of lecturer's performance during the evaluation cycle (highlighting their accomplishments, strengths, areas for improvement, professional development activities, etc.)
4. In addition to the above-listed required items, lecturer portfolios may include:
  - Evidence of scholarly and/or creative activities relevant to the duties of the appointment
  - Evidence of service performed relevant to the duties of the appointment
  - Any other evidence relevant to the duties of the appointment



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### **G. Criteria for Evaluation**

1. The principal criterion for the evaluation of lecturers hired to teach courses is teaching effectiveness. Evidence of teaching effectiveness may include but is not limited to the following (not listed in order of importance):
  - Evidence from syllabi, exams, assignments, and other appropriate elements (which may include scholarly and/or creative activities as well as service)
  - Fair, consistent and rigorous grading practices (e.g., use of rubrics)
  - Lecturer's self-assessment
  - Prior evaluations, as permitted under the CBA
  - Observations of teaching
  - Specialized criteria appropriate to the individual field
  - Student evaluations
  - Teaching awards
  - Currency in the field and continuing professional development
2. For lecturers whose primary assignment is other than teaching (or involves responsibilities in addition to teaching), the program chair or equivalent shall be responsible for providing evaluation criteria based on the lecturer's assigned duties or position description.
3. In most cases, lecturers' responsibilities are limited to their role as instructors, with no expectation or requirement of scholarship, creative activities or service. However, evaluations of lecturers may consider scholarship, creative activities or service when these activities are directly relevant to the lecturer's currency in the field or subject matter competence with respect to the duties of the appointment (e.g., the courses being taught).