

Dear Senate Executive Committee,

Attached please find the revised policy for the evaluation of temporary counselor faculty (SP15-11).

Let me provide some background for this policy. Originally this senate policy was developed because SP12-10, the lecturer evaluation policy (which includes temporary librarian faculty and temporary counselor faculty), was not ideal for counselor faculty since SP12-10 bases evaluations on demonstration of effective teaching. While counselor faculty assignments and responsibilities may include teaching, it is more likely their major responsibility will be providing direct and indirect services to clients. This requires a separate evaluation.

The purpose of this revised policy is to clarify the previous policy, SP15-11, and to ensure consistency with university policies and the Unit 3 Collective Bargaining Agreement (CBA).

Why did we see the need to make clarifications? In discussion with Faculty Affairs, the Director of CAPS and the temporary counselor faculty, we learned that the current policy for the evaluation of temporary counselor faculty caused a great deal of confusion in AY 16-17. The confusion arose when faculty evaluators tried to distinguish between direct and indirect services. As Sean Kitaoka, Director of CAPS, explained there is often overlap between indirect and direct services and trying to classify each counselor activity as one or the other becomes problematic and confusing. Rather than defining direct and indirect services for evaluating faculty, we decided (in consultation with CAPS) those determinations and subsequent evaluations should be made at the director level rather than faculty level. The faculty level review will simply use the individual counselor's job description, counselor responsibilities, expectations and qualifications along with the counselor's narrative and evidence provided to evaluate the faculty member as described in the policy.

Changes made for the new policy include:

1. **Accountability:** Removed Chair of Psychology and replaced with appropriate administrator in Faculty Affairs. We propose the faculty used in the peer-level review be identified by the appropriate administrator in Faculty Affairs working in coordination with the CAPS Director.

2. **Removed definitions of direct and indirect service.** This caused a mass amount of confusion in the previous evaluation cycle. Again, with the overlap of indirect and direct services, defining the types of service leads to an inability to adequately evaluate the temporary counselor given their job description and responsibilities. We propose using the Expectations and Qualifications section along with temporary faculty narratives and evidence for peer-level review.

3. Expectations and Qualifications section: Wording changes in #4 and #5 to agree in tense with the leading paragraph in that section. Eliminated #6 and #7 in this section and incorporated these into the next section "Evaluation Process".

4. Evaluation Process: incorporates #6 from "Expectations ...". Omitted requirement to separate direct and indirect services. Added other documentation to be included: current job description, evidence of fulfillment of job requirements and work accomplished; any other evidence deemed appropriate

5. Evaluation Process: incorporates #7 from "Expectations...". Removed the Chair of Psychology as the convener of the review committee. This was replaced with the coordinated work of the CAPS Director and the appropriate administrator in Faculty Affairs. See the next section "Formation of the peer-level review committee". Added a vote by the CAPS faculty to elect the peer level review committee from the slate of faculty identified by the CAPS Director and administrator from Faculty Affairs.

6. Revised evaluation form to eliminate the requirement to distinguish between direct and indirect services since these are areas that overlap and cause confusion when evaluated by faculty outside the counseling center. This will allow the evaluator to focus on the expectations and qualifications as described in the policy along with the counselor job description and specific responsibilities.

Sincerely,

Nancy Deans – Co-Chair Faculty Affairs Committee