

#### **ACADEMIC SENATE**

POLICY NO. 528

	ISSUE DATE: REVISION DATE:	12-16-59	POLICY: Evaluation of Lecturers
	REFERENCE:		
	APPROVED:	19 10 20	
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President,	California Maritime Academy	<i>j</i>	
SUBMIT	「ED:	-	
St	Chair Asadamia Sanata	11/09, 1, 00,	
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The intent of this policy is to some as wide for the proctings and procedures for avoluting process and the collective Bargaining Agreement (CBA) between the California Faculty Association and the Trustees of the California State University.

This policy shall be made available to each lecturer by his or her department chair no later than fourteen (14) days after the first day of instruction of the academic term (CBA 15.3)

#### POLICY

#### I. Evaluation Periodicity

A. Lecturers with one-year appointments. Full-time and part-time lecturers with one-year appointments.

and may be evaluated more trequently upon request of either the lecturer or the department chair. This evaluation shall excurd the spring semester of the third year of the contract. The period of evaluation will include the previous spring semester, request of the lecturer or the request of the lecturer or the department chair.

#### ACADEMIC SENATE POLICY NO. 528 EVALUATION OF LECTURERS PAGE 2

C. Lecturers with less than one-year appointments. Full-time and part-time lecturers with appointments for less than a full year may be evaluated upon request of either the lecturer or the department chair.

#### II. Evaluation Procedure

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A	. Full-time lecturers with one-year or three-year appointments. The evaluation of full-
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garap va rasibur bur bosak s	assessment, neer input from faculty not on the neer review committee, classroom visit
	evaluation of course material, and a review of the Personnel Action File.

- B Department peer review committees. When practicable, the department peer review committee shall be identical to the department RTP committee elected by the department in the fall semester of the current academic year. The department chair, however, may not serve on the department peer review committee. If such a committee was not constituted in the fall, or if individuals that served on the department RTP committee must be replaced due to ineligibility or unavailability, the department peer review committee must be formed following the procedures expecified in the Policy on established no later than February 1<sup>st</sup>.
  - C. Part-time lecturers with one-year or three-year appointments. The evaluation of parttime lecturers with one-year appointments or three-year appointments shall include
    student evaluations of teaching performance, the department chair's evaluation, and an
    evaluation by the Academia Deca or appropriate administrator. The evaluation may
    also include the lecturer's self-assessment, peer input from faculty not on the peer
    review committee, classroom visits, evaluation of course material, and a review of the
    Personnel Action File.
  - D. Lecturers with less than one-year appointments. The evaluation of full-time or parttime recovers with polarithments the smain time year snahr menure snahr lievaluations by

    leaguing performance and the department chair's evaluation. The evaluation may also
    committee classroom visits evaluation of course material and a review of the

    Personnel Action File.

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B. The lecturer may ask tenured and tenure-track neers in the department to provide

#### ACADEMIC SENATE POLICY-NO. 528 EVALUATION OF LECTURERS PAGE 3

lecturer prior to the first faculty work day after February 14th. The lecturer may or may not shoon to submit this meterial with higher Solf Assessment The lecturer submits his/her Selt-Assessment (Annendix A), a convolt his/her Biraniningia ichi. Luperma vanistiva dibira birat vitati di parti di parti di parti di parti di parti di parti coordinate with the department peer review committee to ensure that the committee has The region of the contract of D. The department chair shall provide a written Evaluation (Appendix B) to the lecturer no later than the first faculty work day after February 28<sup>ur</sup>. The department chair shall. murring a court of top de a coopy of the Evaluation the less session of Salt Acoccoment, and any other evaluative material submitted by the lecturer to the Academic Dean or appropriate acadamic administrator no later than the first fearly week deve after Echman 10th Hardenartment neer review committee shall provide a written Evaluation (Appendix C) to the lecturer no later than the first faculty work day after February 26th. The annitta shall are ide a serve of the Endustice of the Land en autorio a mare de cada mila de la cina nuro minore condomine administrato e work day after February 28th Fr. The lecturer may respond to or rebut the department chair's and/or department poor eview committee's Evoluction and shall provide the written recogned administrator no later than the first faculty work day after March 10<sup>th</sup>. mulenarang any levakais of responses provided by the rectary, the geparanent NUTABBUT OF INTERSPORT WITH THE PERSONEN CHAIR & SHOULD GENSOMER 1910. 2. (C. ) Albania Cur Silvin da Caralla de Albania de Caralla ranger does not consuministicano en hath an luctions ekoloba must priita a con Committee no later than the tiral faculty work day after March 17. The lecturer may respond to or rebut the Academic Dean's or appropriate academic administrator's evaluation. This written use are a control shall be annually at A cademie i lace of appropriate academic administrator and contacte the department of the contacte in the department of the contacte and the c chair no later than the first faculty work day after March 27<sup>th</sup>. communication of the Academic Dean or appropriate academic administrator shall forward.

evaluation documents and any rebuttals or responses to the Human Resources Office no

later than the first faculty work day after April 1st.

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# IV. Timeline for the Evaluation of Part-Time Lecturers with One-Year or Three-Year Appointments

written input or reviews on behalf of the lecturer. Such input shall be provided to the lecturer prior to the first faculty work day after February 14<sup>th</sup>. The lecturer may or may

- B. The lecturer submits his/her Self-Assessment (Appendix A), a copy of his/her letter than the first faculty work day ofter February 14th
- Proposition (The Administrator no later than the first faculty work day offer February 20th The department chair shall provide a convert the Evaluation the Jecturer's Self-Assessment and any other reposition in a service and any other academic administrator no later than the first faculty work day after February 28th.
  - provide the winter response of regular to the department entail some department entail and the Academic Dean March 10<sup>th</sup>.
    - material and any rebuttals or responses provided by the lecturer and department chair.

      with the department chair's evaluation. If the Academic Dean or appropriate

      with the department chair's evaluation. If the Academic Dean or appropriate

than the first faculty work day after March 1/

- administrator's evaluation. This written response or rebuttal shall be provided to the Academic Dean or appropriate academic administrator and conies to the department.
  - G. The Academic Dean or appropriate academic administrator shall forward all lecturer evaluation decuments and any rebuttals or responses to the Human Resources Office at later than the first faculty work day after April 1st.

## ACADEMIC SENATE POLICY NO. 528 EVALUATION OF LECTURERS PAGE 5

in the appointment letter.

V Timeline for the Evaluation of Full-Time and Part-Time Lecturers with
written input of reviews on behalf of the rectifier. Such input shall be provided to the
lecturer prior to the submission deadline for the Self-Assessment. The lecturer may or
may not choose to submit this material with his/her Self-Assessment.
B. Lecturer submits his/her Self-Assessment (Appendix D), a copy of his/her appointment
days after the last day of the employment as shown in the appointment letter.
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Under the lecturer may respond to or rebut the department chair's Fivaluation and shall
provide the written response or reputtal to the department chair no later than ou days
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The department chair shall forward all evaluation material for the lecturer and any
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## APPENDIX A

## LECTURER'S SELF-ASSESSMENT

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Evaluation Period: Spring (ven	r): Criise,	
1: Describe your work requirements, as so letter to this document.)	stipulated in your appointment letter. (Attach a copy of your app	oin
Spring semester		
vannGruice (if applicable)		
Fall semester		
2:—Describe your effectiveness in fulfillin	rg-these requirements.	

#### APPENDIX B

## DEPARTMENT CHAIR'S EVALUATION

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Cruise (if applicable)				<del></del>
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Evaluation of course	C material	Lecturer's Solf-Assessment	ener (1995) while demonstrates	o mesa sumo o sastito su .
Personnel Action Fi	le (PAF)	Other – please specify:	.,	

# APPENDIX B (CONT'D)

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Lecturer signature Date	**********
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#### APPENDIX C

#### DEPARTMENT PEER REVIEW COMMITTEE'S EVALUATION

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## APPENDIX C (CONT'D)

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a written attachment.			
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## APPENDIX D

## LECTURER'S SELF-ASSESSMENT

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Date	submitted to Department (	Shair:	Dent Chair initia	<u> </u>	·····
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1.	Describe your work require letter to this document.)	rements, as stipulated in your	appointment letter. (Attach	a copy of your appoi	ıtment
	Spring semester				
	Cruise (if applicable)				
	Fall semester				
2.	Describe your effectivene	ss in fulfilling these requirem	nents.		
3.	Please feel free to add oth	er comments or provide addi	tional information.		

## APPENDIX E

# DEPARTMENT CHAIR'S EVALUATION

of full-time and part-time lecturers with appointments less than one year

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2. This evaluation is based on the following	lowing sources of info	rmation for the evaluation p	eriod	
Student evaluations	Classroom visit	Peer inpu	ıt	
Evaluation of course mater	rial	Lecturer's Self-Assessmen	.t	
Personnel Action File (PA	F)	Other – please specify:		·

# APPENDIX E (CONT'D.)

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