



ISSUE DATE: 12-16-09	POLICY: Evaluation of Lecturers
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REFERENCE:	
APPROVED: <i>[Signature]</i> 12-16-09	
<i>[Signature]</i> President, California Maritime Academy	
SUBMITTED: <i>[Signature]</i> 11/12/09 Chair, Academic Senate	

The intent of this policy is to serve as a guide for the practices and procedures for evaluating lecturers at the California Maritime Academy. This policy does not supersede 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 shall be evaluated annually during the spring semester. If applicable, the period of evaluation will include the previous spring semester cruise and the fall semester.

B. Lecturers with three-year appointments. Full-time and part-time lecturers with three-year appointments shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon request of either the lecturer or the department chair. This evaluation shall occur during the spring semester of the third year of the contract. The period of evaluation will include the previous spring semester cruise, if applicable, and the fall semester. Additional semesters may be reviewed at the request of the lecturer or the department chair.

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- 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

- A. Full-time lecturers with one-year or three-year appointments. The evaluation of full-time lecturers with one-year or three-year appointments shall include student evaluations of teaching performance, a concurrent evaluation by a department peer review committee and the department chair, and an evaluation by the Academic 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.

- 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 specified in the Policy on established no later than February 1st.

- C. Part-time lecturers with one-year or three-year appointments. The evaluation of part-time 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 Academic Dean 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 part-time lecturers with appointments less than one year shall include student evaluations of teaching performance and the department chair's evaluation. 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.

III. Timeline for the Evaluation of Full-Time Lecturers with One-Year or Three-Year Appointments

- A. Department peer review committee is formed no later than February 1st
- B. The lecturer may ask tenured and tenure-track peers in the department to provide

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lecturer prior to the first faculty work day after February 14th. The lecturer may or may not choose to submit this material with his/her Self Assessment.

C. The lecturer submits his/her Self Assessment (Appendix A), a copy of his/her Self Assessment, and any other evaluative material submitted by the lecturer to the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 20th. The department chair shall coordinate with the department peer review committee to ensure that the committee has

D. The department chair shall provide a written Evaluation (Appendix B) to the lecturer no later than the first faculty work day after February 28th. The department chair shall provide a copy of the Evaluation, the lecturer's Self Assessment, and any other evaluative material submitted by the lecturer to the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 20th.

E. The department peer review committee shall provide a written Evaluation (Appendix C) to the lecturer no later than the first faculty work day after February 26th. The committee shall provide a copy of the Evaluation to the department chair and the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 28th.

F. The lecturer may respond to or rebut the department chair's and/or department peer review committee's Evaluation and shall provide the written response or rebuttal to the committee, the department chair and the Academic Dean or appropriate academic administrator no later than the first faculty work day after March 10th.

G. The Academic Dean or appropriate academic administrator shall review all self-assessment material and any rebuttals or responses provided by the lecturer, the department chair and department peer review committee. The Academic Dean or appropriate academic administrator may concur with one or both evaluations, he/she must write a separate evaluation if the Academic Dean or appropriate academic administrator does not concur with one or both evaluations, he/she must write a separate evaluation. The Academic Dean or appropriate academic administrator shall provide a copy of his/her evaluation to the lecturer, the department chair and the department peer review committee no later than the first faculty work day after March 17th.

H. The lecturer may respond to or rebut the Academic Dean's or appropriate academic administrator's evaluation. This written response or rebuttal shall be provided to the Academic Dean or appropriate academic administrator and copies to the department chair no later than the first faculty work day after March 27th.

I. The Academic Dean or appropriate academic administrator shall forward all lecturer 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

A. The lecturer may ask tenured and tenure-track peers in the department to provide 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 14th. The lecturer may or may not choose to submit this material with his/her Self-Assessment.

B. The lecturer submits his/her Self-Assessment (Appendix A), a copy of his/her appointment letter, and any other evaluative material to his/her department chair no later than the first faculty work day after February 14th.

C. The department chair shall provide a written Evaluation (Appendix B) to the lecturer no later than the first faculty work day after February 20th. The department chair shall provide a copy of the Evaluation, the lecturer's Self-Assessment, and any other evaluative material submitted by the lecturer to the appropriate academic administrator no later than the first faculty work day after February 28th.

D. The lecturer may respond to or rebut the department chair's Evaluation and shall provide the written response or rebuttal to the department chair and the Academic Dean no later than the first faculty work day after March 10th.

E. The Academic Dean or appropriate academic administrator shall review all evaluation material and any rebuttals or responses provided by the lecturer and department chair. The Academic Dean or appropriate academic administrator may concur or not concur with the department chair's evaluation. If the Academic Dean or appropriate administrator does not concur with the department chair's evaluation, he/she must write a written response or rebuttal to the department chair and the Academic Dean no later than the first faculty work day after March 17th.

F. The lecturer may respond to or rebut the Academic Dean's or appropriate academic administrator's evaluation. This written response or rebuttal shall be provided to the Academic Dean or appropriate academic administrator and copies to the department chair no later than the first faculty work day after March 24th.

G. The Academic Dean or appropriate academic administrator shall forward all lecturer 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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V. Timeline for the Evaluation of Full-Time and Part-Time Lecturers with

written input or reviews on behalf of the lecturer. 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.

C. The department chair shall provide a written Evaluation (Appendix E) to the lecturer no

D. The lecturer may respond to or rebut the department chair's Evaluation and shall provide the written response or rebuttal to the department chair no later than 60 days after the last day of employment as shown in the appointment letter.

E. The department chair shall forward all evaluation material for the lecturer and any rebuttals or responses to the Human Resources Office for inclusion into the lecturer's personnel action file no later than 10 days after the last day of employment as shown in the appointment letter.

APPENDIX A

LECTURER'S SELF-ASSESSMENT

To be completed by full-time and part-time lecturers with one-year or three-year appointments

Deadline for submission to the department chair: no later than the first faculty work day after
February 14th

Name _____ Department _____

Date submitted to Department Chair _____ Dept. Chair Initials _____

Evaluation Period: Spring _____ (year) _____ Cruise _____ (year) _____ Fall _____ (year) _____

1. Describe your work requirements, as stipulated in your appointment letter. (Attach a copy of your appointment letter to this document.)

Spring semester

Cruise (if applicable)

Fall semester

2. Describe your effectiveness in fulfilling these requirements.

3. Please feel free to add other comments or provide additional information.

APPENDIX B

DEPARTMENT CHAIR'S EVALUATION

Deadline for submission to the Dean and Academic Dean is **no later than the first faculty work day after February 28th**

Department Chair

Department

Interim/Permanent

Evaluation Period: Spring

(year) Cruise

(year) Fall

(year)

Time Base: Spring

(year) Cruise

(year) Fall

(year)

(PT or FT)

Cruise (if applicable)

Fall semester

2. This evaluation is based on the following sources of information for the evaluation period:

Student evaluations Classroom visit Peer input

Evaluation of course material Lecturer's Self-Assessment

Personnel Action File (PAF) Other - please specify:

APPENDIX B (CONT'D)

3. Give your evaluation of the lecturer's effectiveness in fulfilling these requirements:

_____ Excellent _____ Good _____ Satisfactory _____ Unsatisfactory

(Comments are required)

4. Please feel free to add other comments or provide additional information.

Department Chair signature

Date

Lecturer signature

Date

I have read the evaluation and the signature indicates my agreement or disagreement with the statements made.

_____ I concur with the evaluation made by the Department Chair

_____ I do not concur with the evaluation made by the Department Chair and have provided a written attachment.

Academic Dean or appropriate academic administrator

Date

Deadline for submission to the lecturer is no later than the first return work day after March 17th.

APPENDIX C

DEPARTMENT PEER REVIEW COMMITTEE'S EVALUATION

of full-time lecturers with a narrative description of the evaluation process

Lecturer Evaluated _____

Department _____

Evaluation Period: Spring _____

(year) _____

Cruise _____

(year) _____

Fall _____

(year) _____

Describe the lecturer's work requirements as stipulated in the job statement below:

Spring semester

Cruise (if applicable)

Fall semester

2. This evaluation is based on the following sources of information for the evaluation period...

Student evaluations _____

Classroom visit _____

Peer input _____

Evaluation of course material _____

Lecturer's Self-Assessment _____

Personnel Action File (PAF) _____

Other (please specify) _____

APPENDIX C (CONT'D)

2. Give your evaluation of the lecturer's effectiveness in satisfying these requirements:

Excellent Good Satisfactory Unsatisfactory

(Comments are required)

(Comments are required)

4. Please feel free to add other comments or provide additional information

Department Peer Review Committee signatures

Date

Lecturer signature

Date

I have read the evaluation. My signature is indicated with

I do not concur with the evaluation made by the Department Peer Review Committee and I have provided
a written attachment.

Academic Dean or appropriate academic administrator

Date

Deadline for submission to the lecturer is no later than the first faculty work day after March 17th

APPENDIX D

LECTURER'S SELF-ASSESSMENT

To be completed by full-time and part-time lecturers with appointments less than one year.

Deadline for submission to the department chair: no later than 30 days after the last day of employment as shown in the appointment letter

Name _____ Department _____

Date submitted to Department Chair: _____ Dept. Chair initials _____

Evaluation Period: Spring _____ (year); Cruise _____ (year); Fall _____ (year)

1. Describe your work requirements, as stipulated in your appointment letter. (Attach a copy of your appointment letter to this document.)

Spring semester

Cruise (if applicable)

Fall semester

2. Describe your effectiveness in fulfilling these requirements.

3. Please feel free to add other comments or provide additional information.

APPENDIX E

DEPARTMENT CHAIR'S EVALUATION
of full-time and part-time lecturers with appointments less than one year

Deadline for submission of the department chair's evaluation is 15 days after the last day of appointment

Department Chair

Department

Lecturer Evaluated

Evaluation Period: Spring _____ (year); Cruise _____ (year); Fall _____ (year)

Time Base: Spring _____ (year); Cruise _____ (year); Fall _____ (year)
(FT or PT)

1. Describe the lecturer's work requirements as stipulated in the appointment letter.

Spring semester

Cruise (if applicable)

Fall semester

2. This evaluation is based on the following sources of information for the evaluation period:

_____ Student evaluations _____ Classroom visit _____ Peer input

_____ Evaluation of course material _____ Lecturer's Self-Assessment

_____ Personnel Action File (PAF) _____ Other – please specify:

APPENDIX E (CONT'D.)

3. Give your evaluation of the lecturer's effectiveness in fulfilling these requirements.

Excellent Good Satisfactory Unsatisfactory

(Comments are required)

4. Please feel free to add other comments or provide additional information.

Department Chair signature

Date

Lecturer signature

Date

I have read the evaluation. My signature indicates neither
agreement nor disagreement with the statements made.