Lecturer Evaluation & Appointment Workshop

AY 2015-2016
Topics Covered today:

- What are the conditions of my appointment?
- How are Lecturers evaluated?
- What is the ‘Order of Assignment’?
- What determines reappointment? How are Entitlements built?
- What determines my salary?
- New CBA requirements
Conditions of Appointment

- Unit 3 - California Faculty Association (CFA)
- Collective Bargaining Agreement (CBA): agreement between CFA and CSU

- Kinds of Lecturer/Adjunct appointments
  - Full-time = 15 units per semester in one program
  - “Non-conditional” Appointment

- Part-time Adjunct appointments
  - ≤ 15 units per semester in one or more program
  - “Conditional” (on the availability of work)
Types of Appointment

- Semester appointments
  - Fall 2015 only
  - Spring 2016 only

- Academic Year appointments
  - In AY 2015-16, the academic year runs from August 19, 2015 - May 27, 2016

- 12 month appointments (unusual for teaching faculty)
  - Can start/stop anytime
    - Typically coincides with fiscal year
      - July 1, 2015-June 30, 2016

- 3 year contract (after 6 years of service)
Conditional Employment

- For all part-time lecturers, employment is conditioned on class availability/enrollments:
  - Classes may be cancelled any time prior to the third class meeting. Program is obligated to pay the instructor from the beginning of the semester through the last day worked (day of first or second class meeting)
  - If a class is cancelled after the third class meeting, Program is obligated to pay the instructor for the entire semester or provide an alternate work assignment.
Lecturer Evaluation

- **Lecturer Evaluation Policy - SP 12-10**
- Evaluated every year for first 6 years
  - Cumulative evaluation done in Year 6
  - 3-year contract under Article 12 - at least once during the term of appointment, but may be evaluated more frequently (Article 15.26)
- **Schedule posted on Faculty Affairs website**
- Basis for evaluation:
  - Personnel Action File
  - Portfolio (required for Full-time Lecturers)
  - Peer observations of teaching
- Student evaluations
PAF (Personnel action file)

- The Personnel Action File (PAF) includes official communication including:
  - Appointment letters, recommendations for subsequent appointments, Service Salary Increases (SSIs), and Range Elevation, copies of notice letters of subsequent appointment, approval of leave requests, etc.
  - Written synopses of peer class visits
  - Student evaluations of teaching effectiveness
  - Current C.V.
  - Other communications or materials deemed by the Program Chair, Dean, or equivalent administrator, to be relevant to the purpose of the file

- Written communications identified by source may be placed in the file at the discretion of the Program Chair and/or the AVP. The lecturer shall be provided with a copy of such material at least five (5) days prior to such placement. A lecturer has the right to place in the file a written response to any written communication contained therein.
Portfolio

- Required for all full-time faculty being evaluated; Optional for part-time faculty being evaluated.

- CBA - Your portfolio is designated the “Working Personnel Action File (WPAF),” and is incorporated as part of the PAF during times of review. The following is required of:

- Teaching faculty:
  - Current C.V.
  - Minimum of one peer evaluation of teaching from period being reviewed
  - All course syllabi from period of review

- Faculty assigned to primarily non-teaching duties:
  - Material relevant to job responsibilities
  - Current C.V.
  - At least one peer evaluation of performance from period being reviewed
Portfolio

- Additional Materials that can be a part of the portfolio:
  - Course materials (examinations, assignments, cases, etc.)
  - A self-assessment of duties of appointment (500 words or less)
  - Evidence of research, scholarship and creative activities and/or service undertaken
  - Any other evidence relevant to duties of appointment
Peer Observations of Teaching

- Lecturer faculty, whether part- or full-time, need a minimum of one peer observation of teaching in each AY. Individual programs may require additional reviews.

- Who may review? The Program Chair, or a designee from the tenured/tenure track faculty.

- Etiquette? Scheduling of a class visit shall be made by mutual agreement between the lecturer and the observer. The lecturer shall be provided notice of at least five (5) days prior that a class visit is to take place. The observer is encouraged to meet with the faculty member prior to, and after, the observation.

- A written report of the visit shall be submitted to the lecturer. A copy of the report shall be retained in the lecturer's Personnel Action File.
The CBA mandates that *all* classes be evaluated unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendation of the Senate. Our Senate did not pass such a policy;

Results of Student Evaluation of Teaching (SRT), an on-line instrument designed at CI, will be placed in the PAF.
Evaluation of Lecturers

- Full-time Lecturers are reviewed by a Peer Review Committee & Dean
- Part-time Lecturers are reviewed by the Program Chair
- Prior to initial, and subsequent, 3-year appointments, all lecturers will be reviewed by a Peer Review Committee and the Dean
Careful Consideration

- “Each department or equivalent unit shall maintain a list of temporary employees who have been evaluated by the department or equivalent unit. If such an employee applies for a position in that department or equivalent unit or applicant pool for that department or equivalent unit, the faculty unit employee's previous periodic evaluations and his/her application shall receive careful consideration.” (Article 12.7)

Translation?

- Decisions on reappointment cannot be made arbitrarily; a candidate’s PAF must be reviewed as well as your qualifications
- Temporary faculty deemed satisfactory are reappointed in alignment with the Order of Assignment (Article 12)
- Temporary faculty deemed unsatisfactory are informed of the reasons for non-reappointment
Entitlements: Part-time lecturers

- If a part-time lecturer teaches both semesters of the prior academic year (Fall and Spring in 2014-2015) and is offered units for the third consecutive semester (i.e. Fall, 2015), they have earned:
  - A one-year appointment for the current academic year (AY 2015-16)
  - An “entitlement” to a similar number of units over the next academic year as was assigned in the previous academic year if the work is available and performance is satisfactory
3-Year Appointments

- Lecturer faculty hired for six (6) or more years of consecutive service may be reappointed to a subsequent 3-yr appointment following an evaluation of satisfactory performance and absent documented serious conduct problems.
  - One campus, one program: time accrued must be at CI and in the same academic program;
  - Employment of one (1) semester during the Academic Year is considered one (1) year of service
  - “Entitlement” is determined by total paid units during year prior to 3-year contract; 3rd year of subsequent contracts
New or Additional Work

- If temporary work remains, preference of assigning “new or additional” work is given in the following order:
  - First, to part-time appointees with 3-year contracts up to and including a 1.0 time base;
    - If there is work to be assigned for which a lecturer with a 1-yr contract is determined to be demonstrably better qualified, the 1-year appointee may be assigned the work.
  - Then, to all part-time temporary faculty with 1-year contract up to and included a 1.0 time base;
  - Last, offer work to any other qualified candidate.
Initial Placement on Salary Schedule

- Lecturers are placed on the salary schedule within the advertised recruiting range and according to criteria determined by the Program in regards to degree, training, and experience required for the assignment.

- [Current Salary Schedules for lecturers are available on the Faculty Affairs website](https://facultyaffairswebsite.com)
Advancement on Salary Schedule

- If negotiated, advancement on the salary schedule can be one of two types, each with its own eligibility, criteria, and procedures. These two types are:
  - Service Salary Increase (SSI) on the lecturer's present salary.
  - Elevation to the next salary range - Range Elevation.
Range Elevation

- Lecturers eligible for Range Elevation are those who have served five years in their current rank and who have exhausted their eligibility for an SSI;
- Range elevation accompanied by advancement to next rank and a salary increase of at least 5%.

- CI Range Elevation Policy (SP 05-32)
  - Range Elevation Procedures for 2015-2016 AY
Useful Resources


- California State University website: [http://www.calstate.edu/HR](http://www.calstate.edu/HR)

- California Faculty Association website: [http://www.calfac.org/](http://www.calfac.org/)

- Faculty Affairs website: [http://www.csuci.edu/academics/faculty/facultyaffairs/](http://www.csuci.edu/academics/faculty/facultyaffairs/)
Questions?