

Department of English Guidelines for Lecturers' Hiring, Evaluation, and Range Elevation 2008-09

I. HIRING

1. Rationale for Temporary Appointments

The strategic plan of the Department of English justifies the need for part-time temporary appointments “on the basis of anticipated patterns of curriculum and student demands, tenure-track faculty on leave or released time, or lack of qualified tenure-track applicants.” (Faculty Personnel Policies and Procedures [hereafter FPPP], 6.2.a.2.)

The definition of temporary appointments and the conditions of those appointments are specified in the Collective Bargaining Agreement, May 15, 2007-June 30, 2010 [hereafter CBA], 12.3. Appointment Standards for Lecturer Ranges are specified in FPPP 6.2.d.1.

2. Minimum Qualifications for Lecturers

According to the instruction from the 2008-09 FPPP,

7.2.d Departments shall establish and put into written form the minimum qualifications needed to teach each course in that department which can be taught by PT faculty.

Department of English, CSU, Chico requires certain minimum qualifications for candidates who are interested in teaching different courses for different programs. For more information, please see “The List of Minimum Qualifications” posted on the Department’s website: www.csuchico.edu/engl/

3. Appointment and Reappointment:

- 1) The Collective Bargaining Agreement of 2007-2010 states that “the official notification to a temporary employee shall also indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided.” (CBA, 12.4).
- 2) Reappointment of part-time appointees shall be
 - i) following the order of assignment (CBA 12.29);
 - ii) according to the individual merit as determined by personnel review (see “Evaluation Procedures” below);
 - iii) contingent on enrollment, the immediate staffing requirements and budgetary considerations of the Department; and,

- iv) in the case of a part-time faculty member who has completed at least an academic year of service to the university and who is being reappointed with at least a 0.4 assignment, academic year assignments shall be offered, subject to position and course availability, departmental needs, and the individual's competence and performance.
- 3) The Department Chair will initiate a search for part-time faculty whenever future needs are anticipated. The pool of applicants shall be established in accordance with approved university, college and departmental affirmative action guidelines. Outreach efforts will include the following:
 - i) At the beginning of the Spring semester, the Personnel Committee shall contact all current part-time faculty and encourage them to apply for part-time appointments in the following academic year; and,
 - ii) The Chair shall develop a draft vacancy announcement and draft employment advertisement, which, after review by Faculty Affairs, will be placed in local newspapers or online. Applications for part-time employment for the following academic year will be due to the Chair of the English Department by May 1.
- 4) In accordance with CBA, 15.12, c: "Personnel recommendations or decisions relating to retention, tenure, or promotion or any other personnel action shall be based on the Personnel Action File [hereafter PAF]." The Executive Committee of the English Department shall, after "careful consideration" of the applicant's PAF, rank the pool of applicants.
- 5) An interview with the Department Chair and appropriate tenured faculty shall be a part of the appointment procedure when the candidate is new to the Department.
- 6) The final decision on hiring—based on ranking, budgetary allocation and need--rests with the Department Chair.

II. EVALUATION

- 1. "The Personnel Committee shall notify the TEMPORARY FACULTY at the beginning of each personnel cycle that it is the responsibility of the faculty member to update his/her PAF vita and supporting materials, on an annual basis, regardless of whether the faculty member is scheduled for review during that cycle." (FPPP, 8.2.d) At least one classroom visit shall take place at least once each academic year. The visitor shall be selected from among the English FT faculty by the Personnel Committee Chair in consultation with the Personnel Committee and the instructor.
- 2. "Part-time temporary faculty unit employees appointed for two (2) or more semesters or three (3) or more quarters, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure (FPPP, 8.2). Such evaluations

shall include student evaluations of teaching performance for those with teaching duties, and an opportunity for peer input from the department or equivalent unit.”

3. “[The] Department Personnel Committee shall submit a REPORT to the candidate and to the Department Chair. The Department Chair shall concur, with or without attached comments, or not concur, with attached comments. The Department Chair will transmit the Report and his/her attached comments, if any, to the appropriate DEAN for review and entry into the PAF. The Report shall contain a written evaluation of teaching effectiveness and a statement as to whether the teaching performance is satisfactory.” (FPPP, 8.2.d)
4. In accordance with section 8.5.a.20 of the FPPP: “The faculty member shall have the right to respond or submit a rebuttal statement or response in writing and/or request an opportunity to discuss the Recommendation with the recommending party no later than seven calendar days following receipt of the Recommendation.”

III. RANGE ELEVATION

Preamble

The Department’s criteria for range elevation are consistent with FPPP 8.4. In light of the elimination of the terminal degree requirement as a blanket university requirement for elevation, the formal criteria for elevation must be met before the Department’s Personnel Committee considers a candidate’s application for the elevation. They include the following:

1. Lecturers must have served five years in the current range;
2. Lecturers must have exhausted all their salary step increases (SSIs);
3. Lecturers must have taught 24 WTU since the last received SSI.

General Criteria for Range Elevations

Criteria for range elevations for temporary faculty shall be the same used for promotion of tenure-track faculty, with appropriate consideration given to the extent and length of employment, release time, available funding, and work load (number of sections and class sizes).

1. Elevation to the range of Lecturer B requires:
 - 1). An M.A. or other relevant degree beyond a Bachelor’s;
 - 2). Demonstration of good teaching.
2. Elevation to the range of Lecturer C requires:
 - 1). An M.A. or other relevant degree beyond a Bachelor's;
 - 2). Demonstration of good teaching;

- 3). Demonstration of disciplinary currency;
 - 4). Demonstration of professional growth and development, including publications, attendance at conferences, activity in professional organizations, local and regional activities, and use of enhanced technology.
3. Elevation to the range of Lecturer D requires:
- 1). An M.A. or other relevant degree beyond a Bachelor's;
 - 2). Demonstration of good teaching;
 - 3). Demonstration of disciplinary currency;
 - 4). Demonstration of professional growth and development equivalent to a terminal degree, including publications, attendance at conferences, activity in professional organizations, local and regional activities, and use of enhanced technology;
 - 5). Other contributions to the university and community, including
 - a). University service (membership in on-going department, college, or university committees; advising a student organization; faculty mentoring; contributions to the University's Strategic Plan);
 - b). Service to local and professional communities (presentations, participation in public forums, and membership on professional boards).
4. In all of these areas the candidate's record is rated in the Report/Recommendation that accompanies the Range Elevation Review as "superior," "effective," "adequate" or "inadequate." To receive a recommendation for range elevation, a candidate must receive a "superior" rating in at least one area of evaluation and at least "effective" ratings in the others. In rare cases, it may be possible to receive a recommendation for range elevation with only two "effective" ratings, if the candidate makes a significant contribution to the strategic interests of the department, college, or university.
5. Professional development and achievement must be appropriate to the instructional assignment, including likely future assignments. Significantly more weight will be given if there is evidence that the professional activities have been incorporated into instruction in ways that have improved it, with documentation through syllabi, lecture notes, student evaluations, or other means.
6. Merit of each item shall be evaluated with respect to both quality and relative weight. For example, a presentation to CELT would carry less weight than a paper published in a professional journal.

Procedures

1. The Personnel Committee shall post the timeline for the review of range elevation application every early in spring based on the guidelines from Faculty Affairs Office.
2. The Personnel Committee shall arrange for one or more members to observe a class taught by each candidate. Each candidate shall have at least one class observed for the review of his/her application. The observer shall write a visitation report for inclusion in the consideration of each candidate's application.

3. At his or her option, the department chair may also observe a class taught by a candidate, and write an observation report.
4. The candidate has the option of arranging for other members of the faculty, or others, to observe and report on a class.
5. By the deadline in the schedule, the candidate shall submit a dossier that includes the following items:
 - a). A copy of the Department guidelines for range elevation;
 - b). An up-to-date curriculum vitae;
 - c). A narrative that provides a context for the reviewers to understand and evaluate the candidate's activities and achievements contained in the dossier. The candidate should use the narrative to highlight the scope and quality of his/her performance in all areas to be evaluated, making the case that the performance under review has met or exceeded expectations as stated in the Department standards, other sections of the FPPP, and the CBA. Besides including a reflective statement on teaching philosophy, strategies, and objectives, and a reflective statement on professional development, the narrative may also contextualize student outcomes data. For instance, in special circumstances, the candidate may have been assigned classes with large numbers of students, or been assigned classes that are not in his/her area of expertise, and these changes may have affected the way(s) students perceive the success and value of the course;
 - d). As much support material as the candidate deems necessary to reflect his or her career. These materials should be organized as follows:
 - i). Instruction (perhaps including tables that provide the SEF results at a glance);
 - ii). Professional Growth and Achievement;
 - iii). Other contributions to the University and Community;
 - iv). Contribution to Strategic Plans and Goals of the Department, College, and University (See FPPP, 8.1.c.3);
 - v). A detailed index or list of support materials. The index is mandated by the CBA, Section 15.9.
6. The candidate shall also submit a supplemental binder, to be kept in the department office during the review, with supplementary support material. Candidates may include whatever material they think will help reviewers appraise their record, but the evidentiary material that reviewers must consider is listed below, and candidates should include this material in the second binder.
7. Based on (a) the contents of the dossier and supplemental binder, (b) the class observation report mentioned above, and (c) other material in the candidate's "Personal Action File" (kept in the college office), and the Department's guidelines for range elevation, the Personnel Committee shall compose a draft of Range Elevation Review Report.
8. The Personnel Committee will interview the candidate, with the department chair present at his or her option, using the draft Report mentioned in the preceding item as the basis for the interview. The purpose of the interview shall be to enable the committee to revise the Report so that it will be completely accurate and fully reflect

the candidate's record. The Committee shall provide the candidate with a copy of the draft report prior to the interview.

9. After the interview, the committee will issue a final report/recommendation to the department chair. The department chair will write a separate report/recommendation and forward his/her report and the Personnel Committee's report/recommendation to the Dean.
10. The Dean will make his/her decision based on the report/recommendation from the Department's Personnel Committee and chair.

SEPARATION

Part-time instructors of the Department of English are subject to the rights, responsibilities, duties and procedures governing separation enumerated in the current university FPPP and CBA.

GRIEVANCE AND APPEAL PROCEDURES

Any part-time faculty member who wishes to appeal a personnel decision affecting him or her is encouraged to meet with the Department Chair and the Chair of the Personnel Committee. If the appellant is unsatisfied with the outcome of such a meeting, he/she may then meet with the full Department Personnel Committee.

If the matter is not resolved by the foregoing procedure, the aggrieved faculty member should then proceed according to the grievance procedures for all academic employees set forth in the current university FPPP and CBA documents.