

9.0 EVALUATION OF LECTURER FACULTY

9.1 Evaluation of Lecturer Faculty – Evidence of Teaching Effectiveness

9.1.1 Evaluation of Lecturer Faculty - Introduction

- 9.1.1.a All lecturer faculty will be evaluated following the procedures and guidelines contained in this section.
- 9.1.1.b Evaluations shall be conducted in either the fall or spring semester and reports shall be concluded with copies delivered to the faculty member and to the personnel action file, on or before the Friday immediately preceding final exams.

9.1.2 Evaluation of Lecturer Faculty – Categories

- 9.1.2.a Teaching effectiveness is the first, minimum, and indispensable requirement for appointment, reappointment, and range elevation of Lecturer faculty who teach.
- 9.1.2.b Lecturer faculty will be evaluated according to the professional standards of the disciplines in which they are appointed and as defined by the Department/Unit as appropriate to their work assignments. It is each Department's/Unit's responsibility to assist the candidate in building this evidentiary basis.
- 9.1.2.c The following shall provide the basis for evaluating Lecturer faculty, as documented by evidence in the personnel action file.
 - 9.1.2.c.1 Evaluations of teaching performance for those who teach. Student Feedback on Teaching and Learning (SFOT) shall be used, but shall not weigh excessively in the overall evaluation of teaching performance and shall not be used to determine a candidate's knowledge of their discipline. Consequently, it is in the candidate's best interests to carefully provide supplemental evidence in a manner that allows evaluators to accurately assess teaching performance. The candidate must diligently provide meaningful evidence of teaching performance consistent with the candidate's Range classification and teaching responsibilities.
 - 9.1.2.c.2 As long as this evidence is consistent with department standards, this can include:
 - peer reviews of teaching during the regular course of each academic year. Colleagues should visit classes and provide developmental and evaluative feedback. The

records of these visits should be included in the candidate's WPAF. Peer evaluation of instruction is not limited to departmental colleagues, of course; the candidate may request a visit by anyone who is qualified to comment on some aspect of instructional effectiveness. For example, one visitor may be well versed in classroom communication techniques, while another may focus on the content of the instructor's presentation. Classroom visitations can be initiated by the candidate or the Department Chair or department personnel committee (see FPPP 8.1.1.e.).

- evidence of Equity, Diversity, and Inclusion in the classroom, such as:
 - Data showing reductions in grade equity gaps or a lack of grade equity gaps in the candidate's courses.
 - Evidence of efforts to reduce equity gaps in student performance, including one or more of the following: use of diverse course materials that include BIPOC and/or queer authors; incorporation of culturally relevant and/or culturally sustaining pedagogy; creation of class assignments and activities that implement equitable and authentic methods of assessment; or completion of training and professional development opportunities that center equity, diversity, and inclusion.
- student letters supporting the faculty;
- peer review of course modules and structure;
- evidence of revision of updating of course syllabi and materials, lesson plans;
- alternative student evaluations.

9.1.2.c.3 Evaluation of performance related to any other work assignment(s), besides teaching, as applicable. As there is no common basis for evaluating non-teaching work assignments, non-teaching assignments will be specified in the appointment letter along with clear expectations for satisfactory performance of these assignments. The candidate must provide supporting evidence of achievement related to non-teaching work, which may include advising; research; scholarship; creative activity; service to the University, profession, and to the community; or other professional responsibilities (See CBA article 12).

- 9.1.2.c.4 Evaluation of any activities by the faculty member that support currency appropriate to the individual's appointment. Activities supporting currency in the discipline are defined by the Department/Unit. A variety of means may be used to support currency, including, but not limited to, continued education, research (broadly defined, including applied research in education), scholarship, and other creative and professional activities. Expectations for activities supporting currency must be consistent with the candidate's Range classification and responsibilities.
- 9.1.2.c.5 Evaluation of any other activities or achievements related to the individual's work assignment(s) that contribute to the Strategic Plans and Goals of the Department/Unit, College and University as well as the Community. Such activities or achievements may include, but are not limited to, innovations in diversity, sustainability, service learning, and civic engagement, and service to the North State.
- 9.1.2.d The chair of the Department/Unit Personnel Committee shall notify the lecturer faculty at the beginning of each personnel cycle that it is the responsibility of the faculty member to update their personnel file and supporting materials on an annual basis regardless of whether the faculty member is scheduled for review during that cycle.
- 9.1.3 Evaluation of Lecturer Faculty – Record
 - 9.1.3.a The Department/Unit Personnel Committee shall submit a written report to the candidate and to the Department Chair. The Department Chair shall concur, with or without comments, or not concur, with comments. The Department Chair shall transmit the report and their comments, if any, to the candidate and to the appropriate Dean for review and entry into the personnel action file.
 - 9.1.3.b The report shall contain an evaluation of the effectiveness of the faculty member in their work assignment(s) and a statement as to whether the performance is satisfactory. If the faculty member has not performed satisfactorily, then the reasons for this conclusion shall be included in the report.
 - 9.1.3.c The report may include constructive suggestions for the faculty member's development related to their work assignment(s).
 - 9.1.3.d The report should acknowledge other activities by the faculty member, not part of their work assignment(s), which result in positive contributions to the Strategic Plans and Goals of the Department/Unit, College, and University as well as to the Community. While service is not required, evidence of these contributions may include service on Department, College, and/or University committees.

9.1.3.e The report shall not contain any recommendation regarding future employment.

9.1.4 Evaluation of Lecturer Faculty – Procedures

9.1.4.a Each lecturer faculty member neither eligible for nor currently holding a three-year appointment will undergo an annual review for the initial two personnel cycles of their appointment, followed by biennial rather than annual reviews. This requirement may be waived for lecturer faculty who are in their first semester of employment as described in CBA Article 15.25. At the discretion of the Personnel Committee, Department Chair, or upon the candidate's petition, a review may be scheduled in a year succeeding an annual or biennial review. The evaluation shall consider the faculty member's work performance since the individual's initial date of appointment or since the last evaluation, whichever is more recent.

9.1.4.b All lecturer faculty members eligible for an initial three-year appointment pursuant to CBA Article 12.12 shall be evaluated in the academic year preceding the issuance of the initial three-year appointment. The evaluation shall consider the faculty member's cumulative work performance during the entire six or more years of consecutive service on the same campus that make up the qualifying period for the initial three-year appointment.

9.1.4.c When the Appropriate Administrator determines, based on the personnel action file, that an eligible lecturer faculty member has performed in a satisfactory manner, and absent documented serious conduct problems, an initial three-year appointment shall be offered. Otherwise, an initial three-year appointment shall not be offered and the reasons for this determination shall be reduced to writing by the Appropriate Administrator and placed in the personnel action file.

9.1.4.d All lecturer faculty members holding three-year appointments and eligible for subsequent reappointment pursuant to CBA Articles 12.13, 15.26 and 15.29 shall be evaluated in the third year of their appointment and may be evaluated more frequently upon the request of either the employee or the President (or designee). The evaluation shall consider the faculty member's cumulative work performance during the entire preceding three-year period.

9.1.4.e When the Appropriate Administrator determines, based on the personnel action file, that a lecturer faculty member already holding a three-year appointment has performed in a satisfactory manner, and absent documented serious conduct problems, a subsequent three-year appointment shall be offered as long as there is sufficient work. Otherwise, a subsequent three year appointment shall not be offered and the reasons for this determination shall be reduced to writing by the

Appropriate Administrator and placed in the personnel action file.