



# CALIFORNIA STATE UNIVERSITY, CHICO CHICO, CALIFORNIA

## SOCIAL SCIENCE PROGRAM Personnel Policies and Procedures

- **Appointment Standards**
- **Periodic Evaluation Criteria and Procedures**
- **Lecturer Range Evaluations**

The Social Science Program employs only part-time temporary faculty and conducts Periodic Evaluations and Range Increase evaluations on these faculty. In accordance with the current Collective Bargaining Agreement (CBA), Faculty Personnel Policies and Procedures (FPPP), and College Personnel documents, the following are the criteria for appointment and evaluation of temporary faculty in the Social Science Program (2007-2010 CBA and 2010-2011 FPPP).

### **I. Appointment Standards/Employment Criteria**

- A. The Coordinator of the SOSC Program performs the required review of all temporary faculty available to teach, which includes evaluation of each applicant's application materials and careful consideration of the Personnel Action File (FPPP 3.0) of those faculty previously evaluated. If interviews and/or reference checks are deemed necessary for evaluation, it is understood that these additional assessment measures must be applied to all similarly situated applicants.
- B. Eligibility Criteria for hiring is covered further in Article 12 of the CBA and Section 6.2 of the FPPP. The SOSC Appointment Standards document lists the instructor qualifications by course. Due to the multidisciplinary nature of the Program, the qualification for each SOSC course varies but a terminal master's degree in the area specified by the course content is the required minimum educational degree and effective teaching experience or work experience in the content area is preferred.
- C. The SOSC Program follows the Order of Assignment of available work for temporary faculty outlined in Article 12.29 of the CBA and Section 7.0 of the FPPP, as well as policies governing workload and faculty responsibilities. (Article 20.2.b of the CBA)

### **II. Periodic Evaluation Overview**

- A. The primary mission of the University is teaching, which shall be the primary criterion for evaluating part-time faculty. The areas considered and evaluated will assess the effectiveness of this instructor to create and support a high-quality learning environment.

- B. In addition to the primary criterion of teaching, a part-time faculty shall be evaluated with respect to their engagement in professional activity in the field appropriate to their teaching within the Program, their duties as defined by their assignment, their professional ethics and conduct, and other contributions which may not have been specified in the job description but which represent positive assistance to the Social Science Program. (CBA Article 15 and FPPP Section 8.2)

### **III. Evaluation of Instruction**

#### **A. Primary Areas**

1. Organization
2. Knowledge and currency in the field
3. Communication effectiveness

#### **B. Secondary Areas**

1. Utilization of appropriate and varied teaching methods and student learning experiences
2. Involvement with K-12, general education, and/or enhancement of instructional technology

#### **C. Evidence**

1. Student evaluation of teaching – standard university approved evaluations or department/unit specific evaluations that have received USET approval will be used on courses in compliance with department policy on frequency. (FPPP 8.1b)
2. Peer Classroom Visitations – one scheduled observation of classroom teaching by a personnel committee member familiar with the course content is required once a year. Additional observations should occur for temporary faculty teaching a course for the first time and faculty undergoing periodic review. The committee or the lecturer also may request other faculty within the outside the Program who are familiar with the content area to submit written evaluation(s) of classroom observations. All observations will address the points listed below. (2007-2010 CBA Article 15.14 and FPPP 8.2.d.5)
  - a) Currency, accuracy, and level of content presented
  - b) Organization of content and material
  - c) Appropriateness and effectiveness of instructional methods and materials
  - d) Clarity of concepts and ideas
3. Course syllabi and related materials
  - a) Conformance to policies outlines in (EM 08-40 and 92-13) regarding syllabi and grading policy
  - b) Compliance with the Accessible Technology Initiative (ATI) AA-2007-04 for all instructional materials

#### **IV. Professional Activity, Professional Ethics and Other Contributions**

- A. Professional Activity is defined as within the field appropriate to the teaching assignment. Professional activity will be evaluated by evidence provided to document professional growth in the areas listed below.
1. Publications: Book, articles, edited volumes, monographs, reports, newspaper essays or articles, maps or other non-print media, conference proceedings or abstracts (in order of importance):
    - a) Refereed or peer reviewed publications
    - b) non-refereed or non-peer reviewed publications
  2. Editorial Services (in order of importance):
    - a) Serving as editor of a professional journal
    - b) reviewing articles or maps for publication in professional journals
    - c) reviewing manuscripts for publishers
  3. Presentations (in order of importance):
    - a) International or national level juried, conference or invited presentations
    - b) regional level juried, conference or invited presentations
    - c) poster session at an international, national or regional conference
    - d) local level or invited presentations
    - e) poster session at local conference or event
    - f) participation at workshops or conferences
    - g) attendance at professional meetings
  4. Grants or contract work (in order of importance):
    - a) Awarded grants
      - (1) Amount
    - b) Applying for grants
      - (1) Amount
    - c) Serving as a professional consultant
  5. Professional Recognition and Honors (in order of importance):
    - a) National recognition or honors

- b) Works cited by other scholars
  - c) Regional and local recognition or honors
  - 6. Membership and/or holding office in professional organizations
  - 7. Other evidence for professional growth that the faculty member under review may wish to include for consideration
- B. Performance on any other duties assigned in addition to teaching.
- 1. Per FPPP 1.1.e – A full-time faculty member with a 12-unit (or more) teaching load shall be available for consultation in his/her office for an aggregate time of five hours per week. Such office hours shall be scheduled at times and on days when affected students are normally in attendance. This provision shall be applied pro rata for faculty with less than 12-unit teaching load.
  - 2. Cooperation with coordinators of multi-section general education and other service/support courses.
  - 3. Prepare course syllabi and classroom materials in a timely fashion and in compliance with the Accessible Technology Initiative (AA-2007-04).
  - 4. Be accessible via University e-mail to colleagues and students on a weekly basis.
  - 5. Participate in the SOSC Program student assessment plans and policies.
- C. Professional ethics and conduct as described in Appendix III of the FPPP. A faculty member is also expected to work collaboratively and productively with colleagues.
- D. Contributions that may not be specified in the job assignment but are supportive to the mission of the Program. Evidence may include:
- 1. University/college/department or unit level committees
  - 2. Development and/or implementation of innovative curriculum and/or programs
  - 3. Administrative assignments
  - 4. Community and regional involvement that affirms the role of the University
  - 5. Other evidence of contributions that a faculty member undergoing review may wish to include or that the Personnel Committee may deem appropriate

## **V. Evaluation Procedures**

- A. The Program Personnel Committee consists of a minimum of three tenured faculty members from the College of Behavioral & Social Sciences and shall include the Program Coordinator.
- B. Student evaluation of teaching (SETs) will be administered both semesters in all classes in accordance with program policy and FPPP (8.1.b).

- C. All part time temporary faculty appointed for two or more semesters, regardless of a break in service, will undergo an annual review for the initial two personnel cycles, followed by biennial rather than annual reviews. A review may be conducted in addition to the normal review cycle at the discretion of the Personnel Committee, Program Coordinator or by a candidate's petition (FPPP 8.2.d and CBA 15.23).
- D. A temporary faculty appointed for one (1) semester or less shall be evaluated at the discretion of the program coordinator, the appropriate administrator, or the program. Also, the employee may request that an evaluation be performed.
- E. Part time temporary faculty shall compile a dossier to provide evaluators with the information and material needed to judge the faculty's performance in the areas noted above. The dossier should be updated annually whether or not the faculty is under review (FPPP 8.2). The dossier must include the following:
1. **Table of Contents**
  2. **Copy of the SOSC Personnel Policies and Procedures**
  3. **Updated Curriculum Vitae**
  4. **Narrative** that provides a context for the reviewers to understand and evaluate the faculty's activities and achievements contained in the DOSSIER. The narrative should highlight the scope and quality of performance in all areas to be evaluated, making the case that the performance under review has met or exceeded expectations as stated in the SOSC Program Personnel Policies and Procedures, the FPPP, and the CBA. The narrative shall at a minimum address teaching and professional growth.
    - a) Teaching – a reflective statement on the faculties teaching philosophy/strategies/objectives and how these have impacted teaching, i.e., how these are evidenced in the courses, assignments, and other learning experiences provided for students. Also, include the goals set for students and how students achieve these goals.

It is recommended that faculty use the *Seven Principles for Good Practice in Undergraduate Education* to guide their response.
    - b) Professional activity – a summary explaining how teaching and professional activity, as appropriate to the faculty's teaching field, relate and support one another.
  5. **Data and Interpretation** – The faculty is required to present evidence of successfully performing tasks for which they were hired, and assigned.
    - a) A summary of peer classroom evaluations
    - b) A table or graph summarizing student evaluations of teaching (SETs) along with faculty summary and/or interpretation of these evaluations
    - c) A brief reflection on the comments contained in the peer classroom visitations and student evaluations of teaching (SETs)

- d) A list of the courses taught as CSUC
- e) List of innovations and activities that have been pursued in the creation of high quality learning environments

6. **Service to the program, college, University, profession, and/or community**

**VI. Lecturer Range Appointments & Range Elevation**

- A. The SOSC Program adheres to the University policy that an initial appointment above Range A must be justified in the appropriate section of the Academic Appointment Form document on the basis of qualifications in terms of education and previous teaching experience (FPPP 6.2.a.3). For the SOSC Program, an initial appointment above a Range A requires a terminal degree in the appropriate field, as well as evidence of classroom competency and experience. Specialized training and expertise in teaching relevant content can also be considered.
- B. Those wishing to apply for a range elevation should carefully review CBA Article 12.18 and FPPP 8.4.
- C. Eligible individuals (CBA 12.17) must apply prior to March 1 for range elevation to be effective at the beginning of the following academic year. (FPPP 8.4) Accumulated teaching experience alone is not considered sufficient for appointment at a higher level. (CBA 12.18 and FPPP 8.4)
- D. Denial of range elevations shall be subject to the peer review process. (CBA 12.20)