



**California State University, Chico
Office of Faculty Affairs
Campus Zip 024**

M E M O R A N D U M

DATE: September 15, 2014

TO: The Academic Campus Community

FROM: Wenshu Lee
Associate Vice President for Faculty Affairs

SUBJECT: Changes to the FPPP 2014-2015

After a careful review of the 2012-2014 CBA by the FASP Committee, the recommendation of the Academic Senate, and the approval of the President, the following revisions have been made to the FPPP for 2014-2015. Items removed are ~~struck out~~, items added are in **red**. The document can be found in its entirety at <http://www.csuchico.edu/faaf/fppp/index.shtml>.

The Office of Faculty Affairs extends our sincere appreciation to all members of the University community who contributed to the completion of this challenging project.

FPPP Section	Revision	Affected Parties
	PERSONNEL ACTION FILE (PAF) AND WORKING PERSONNEL ACTION FILE (WPAF)	
3.0.p	A WORKING PERSONNEL ACTION FILE (WPAF), based on the PAF, shall be created for use during PERIODIC EVALUATIONS or PERFORMANCE REVIEWS of a faculty member. All RECOMMENDATIONS and decisions regarding retention, tenure, and promotion shall be based upon information contained in the WPAF. If a personnel RECOMMENDATION or decision is based on reasons not contained in the PAF (or WPAF), the party making the RECOMMENDATION or decision shall commit those reasons to writing, and this signed written statement shall be placed in the PAF (or WPAF) and provided to the faculty member. Should the President make a personnel decision on reasons not contained in the WPAF, those reasons shall be reduced to writing and entered into the PAF and shall be immediately provided to the faculty member.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
	Temporary Faculty	
6.2	Entire section rewritten and revised. Please refer to page 5 to review the “marked-up” version of this Article. Recommended Appointment Standards for LECTURER Ranges added.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs

		<ul style="list-style-type: none"> • Personnel Committees
	Evidence (Including Dossiers)	
8.1.a.2 - NEW (to this section formerly 8.5.a.3)	Each DEPARTMENT/UNIT must specify the standards by which it will evaluate performance for retention, tenure, and promotion. The standards should be designed to evaluate faculty performance in the tasks for which they were hired and/or to which they are assigned. Evaluation criteria and procedures shall be made available to the faculty unit employee no later than 14 days after the first day of instruction of the academic term. Evaluation criteria and procedures shall be made available to the evaluation committee and the academic administrators prior to the commencement of the evaluation process. Service expectations for probationary and tenured faculty shall be included in these standards. General Education, where taught, shall be addressed in the DEPARTMENT/UNIT standards. The value of professional contributions to K-12 shall be addressed in the DEPARTMENT/UNIT standards. The DEPARTMENT/UNIT standards shall include, as appropriate, expectations, standards, data sources, and evaluative criteria for on-line instruction, as well as for supplementary online materials, resources, and activities. The DEPARTMENT/UNIT standards must be approved by the DEAN and Provost in order to be valid. Once approved, the standards shall be used at all LEVELS OF REVIEW. DEPARTMENT/UNIT standards (and any subsequent changes in them) must be approved prior to October 1 and become effective in the subsequent academic year.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.1.a.3 (formerly 8.1.a.2)	When classroom visits are utilized as part of the evaluation of a faculty unit employee under 2012-2014 CBA Article 15.14, the individual faculty unit employee being evaluated shall be provided a written notice of at least five (5) days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es). The evaluation of online portions of a course should take place with the candidate present to give a narrative of online material. In certain circumstances, when suggested by the evaluatee and agreed to by the evaluator, limited temporary instructor-granted course access can be given at the discretion of the evaluatee. The requirements to provide written notice and consultation apply to evaluation of online portions of a course. Additional details regarding the timing of the visits, the documentation of the assessment, etc., shall be determined by the DEPARTMENT/UNIT PERSONNEL COMMITTEE prior to the start of the review process.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.1.a.4 - NEW	In order to assess the effectiveness of instruction in online courses, additional and/or substitute methods of data gathering likely will be necessary. For example, while some online courses include real-time instruction by the faculty member – allowing for the equivalent of a peer visitation – other courses might consist of asynchronous content exclusively. The candidate, with the department’s assistance, is to provide a sufficient evidentiary basis for evaluation.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.1.a.5 - NEW	In order to assess the effectiveness of instruction in online courses, or for assessing online supplementation of courses, DEPARTMENT/UNIT standards should be guided by local, CSU, and national standards of best practices.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs

		<ul style="list-style-type: none"> • Personnel Committees
8.1.a.3 thru 8.1.a.13	Renumbered to 8.1.a.6 thru 8.1.a.17, due to new sections added (above) 8.1.a.2, 8.1.a.4 and 8.1.a.5	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.1.c.2	At the conclusion of the GRIEVANCE filing period following the REVIEW CYCLE, each faculty member shall retrieve his/her DOSSIER from the PAF and be responsible for its storage and maintenance. Faculty members with Dossiers in the PAF shall be notified, after the GRIEVANCE filing period has passed, in writing by the College DEAN or designee to retrieve them. If the Dossier has not been removed by the faculty member at the end of twenty working days after such notice, it shall be mailed delivered securely to the faculty member. If a faculty member files a Grievance as a result of action taken during the Review Cycle, the Dossier shall remain in the PAF until the Grievance is resolved. The faculty member has twenty working days following the Grievance resolution to remove the Dossier from the PAF.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs
Evaluation of Temporary Faculty		
8.2 & 8.3	Entire section rewritten and revised. Please refer to page 9 to review the “marked-up” version of this Article.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.4 (now 8.3)	Range Elevation – no changes to content	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
Tenure Track (Probationary) Faculty		
8.5 (now 8.4)		
8.5.a.3	Renumbered and moved to 8.1.a.2	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.5.a.17.b – REMOVED	In order to assess the effectiveness of instruction in on line courses, additional and/or substitute methods of data gathering likely will be necessary. For example, while some on line courses include real time instruction by the faculty member – allowing for the equivalent of a peer visitation – other courses might consist of asynchronous content exclusively. Keeping with the general principle that the candidate, with the department’s assistance, is to provide a sufficient evidentiary basis for evaluation, the faculty member should keep transcripts of his/her interactions with students via email, virtual office hours, discussion rooms, etc. If recorded “lectures” are available to students as part of the course, those recordings should be made available to evaluators.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees

8.5.a.17.c – REMOVED	<p>In assessing the effectiveness of the candidate's instruction in on-line courses, evaluators should be guided by the standards implicitly and explicitly stated in the University's 'Rubric for Online Instruction' (http://www.csuchico.edu/celt/roi). Given that a course may not exclusively be on line, the evaluators should weigh the relevance of the Rubric as appropriate for each course.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees
8.6 (now 8.5)	Tenured Faculty – no changes to content	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committees

6.2 Temporary-TEMPORARY Faculty

6.2.a General Policies

6.2.a.1 Definition of “Temporary-TEMPORARY”

A temporary-TEMPORARY appointment is offered for a specified period of time with an explicitly stated ending date, with appointment periods being in compliance with the CBA. On this campus ~~both full-time and part-time temporary-TEMPORARY faculty~~ appointments are normally made for a semester or one academic year, but full-time appointments may be made for more than one year up to a maximum of three years per appointment. Whereas tenure-track appointments are made to academic ranks, temporary-TEMPORARY appointments are made to corresponding LECTURER RANGES.

6.2.a.2 Rationale for Temporary-TEMPORARY Appointments

The personnel section of each approved Department/Unit-DEPARTMENT/UNIT strategic plan shall provide a rationale for temporary-TEMPORARY appointments, ~~both full-time and part-time. The normal appointment shall be full-time probationary, but temporary-TEMPORARY~~ appointments may be justified in the strategic plan 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.

6.2.a.3 ~~University Limitations on Appointment to Ranges~~

~~Initial appointment above Range A must be justified in the appropriate section of the Academic Appointment Form document on the basis of qualification in terms of education and previous teaching experiences.~~

6.2.a.34 Department/Unit-DEPARTMENT/UNIT Appointment Procedures

Department/Unit-DEPARTMENT/UNIT personnel procedures shall include time and method of application, appointment procedures, and evaluation procedures. These procedures shall be approved by the appropriate DEAN and the Provost, published within the DEPARTMENT/UNIT, and filed with the Office of Faculty Affairs.

6.2.a.54 Information Due Temporary-TEMPORARY Faculty

Temporary-TEMPORARY faculty shall be informed by APPROPRIATE ADMINISTRATORS as to their rights and responsibilities, health benefits, sick leave, pension plans, salary warrants, unemployment

compensation, disciplinary actions, grievances, and departmental policies on advancement and evaluation.

6.2.b ~~New Part Time (PT) Temporary~~ TEMPORARY Faculty ~~and Those with One-Year~~ Appointments

6.2.b.1 Advertising

Following the course assignments of 3-year appointees, departments shall notify the Office of the Associate Vice President for Faculty Affairs (FAAF) of their need for advertising for ~~PT~~ TEMPORARY faculty positions.

6.2.b.1.a The FAAF Office will publish an advertisement describing all of the university's open positions and then refer applicants to the appropriate ~~department(s)~~ DEPARTMENT/UNITS.

6.2.b.1.b During this time period each ~~department~~ DEPARTMENT/UNIT shall send reminders to currently employed ~~PT temporary~~ TEMPORARY faculty (other than those ~~in an existing eligible for a~~ 3-year appointment) informing them of its openings.

6.2.b.1.c In cases where a ~~department~~ DEPARTMENT/UNIT has a specialized need, that ~~department~~ DEPARTMENT/UNIT shall create a specialized advertisement, shall send a draft of the advertisement to the FAAF Office for review, and shall then publish the advertisement.

6.2.b.1.d If there is a need to advertise during mid-year, ~~departments~~ DEPARTMENT/UNITS shall follow the same process guidelines established in 13.4.6.c above.

6.2.b.2 Full-Time TEMPORARY Faculty Appointments

6.2.b.2.a The procedures for recruitment and appointment of full-time TEMPORARY faculty shall conform to CBA Article 12.

6.2.b.2.b Full-time TEMPORARY appointments shall not be conditional.

~~6.2.b.2c~~ Eligibility for Appointment

Following the application closing date, departments shall review all applications to determine whether each applicant meets minimum qualifications based on the criteria established by the ~~department~~ DEPARTMENT/UNIT.

~~6.2.b.3c.1~~ Appointment PT Temporary Faculty with One Year Appointments: Entitlement

Please see CBA, Article 12, for regulations governing TEMPORARY ~~faculty FACULTY~~ appointments.

~~6.2.b.4~~ Subsequent Employment, including three year appointments

~~Please see CBA, Article 12, for regulations governing TEMPORARY FACULTY appointments.~~

~~6.2.c~~ Full-Time Temporary Faculty

~~6.2.c.1~~ The procedures for recruitment and appointment of full-time temporary faculty shall conform to CBA Article 12.

~~6.2.c.2~~ Appointments Not Conditional

~~Full-time temporary appointments shall not be conditional.~~

6.2.d University Appointment Standards for ~~Lecturer~~ LECTURER Ranges

~~6.2.d.1~~ Department Personnel Policies will include appointment standards for lecturers. At the minimum, specifics will be included for (1) the educational standards (e.g., degree requirements, amount of experience) for appointment to university established lecturer ranges, and (2) the responsibilities of lecturers appointed to each range. Suggested guidelines are available from the Office of Faculty Affairs.

Recommended Appointment Standards for LECTURER Ranges

If a TEMPORARY faculty member's scheduled responsibilities straddle the responsibilities of two or more ranges, the appointment shall be to the higher range.

Range – L (1)

Educational Standard: Baccalaureate.

Responsibilities: The individual will assist with the teaching of a course, but will usually not have complete responsibility for a course. Faculty members in this range typically teach laboratory and activity sections, which include student contact and may also include grading and evaluation of student work.

Range – A (2)

Educational Standard: Baccalaureate or Master's Degree or Recognized Equivalent.

Responsibilities: The individual will generally have responsibility for teaching specific lower-division courses, where the course curricula are already well defined. The individual must demonstrate currency through professional activity appropriate to the instructional assignment.

Range – B (3)

Educational Standard: Master’s Degree or Doctorate or Recognized Equivalent.

Responsibilities: The individual will generally have responsibility for preparing and teaching specific courses at multiple levels, including levels beyond lower division. The individual must demonstrate currency through professional activity appropriate to the instructional assignment.

Range – C (4)

Educational Standard: Terminal Degree for Discipline or Recognized Equivalent.

Responsibilities: The individual will generally have responsibility for developing, preparing, and teaching a variety of courses at multiple levels. The individual must demonstrate currency through professional activity appropriate to the instructional assignment.

Range – D (5)

Educational Standard: Terminal Degree for Discipline or Recognized Equivalent.

Responsibilities: The individual will generally have responsibility for developing, preparing, and teaching a variety of courses at multiple levels. The individual must demonstrate currency through professional activity appropriate to the instructional assignment and must also demonstrate substantial professional recognition at and/or beyond the University.

6.2.d.2 Department/College Standards for LECTURER RANGES

This document establishes standards on appointments to LECTURER RANGES on the basis of education and responsibilities. Individual DEPARTMENT/UNITS may establish their own standards on the same basis within these general parameters, subject to the approval of the appropriate DEAN and Provost.

6.2.d.23 CBA, Article 20, should be consulted for information on Faculty Professional Responsibilities and workload responsibilities. (Not all sections in CBA Article 20 will apply to all faculty.

8.2 **Evaluation of TEMPORARY Faculty**

8.2.a **Introduction**

8.2.a.1 All ~~Temporary~~ TEMPORARY faculty will normally be evaluated following the procedures and guidelines contained in this section.

8.2.a.2 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.

8.2.b **Categories of Criteria for Evaluation**

~~The primary mission of this university is teaching, which shall be the primary criterion for evaluating part-time and fifteen-unit base faculty.~~

8.2.b.1 Teaching effectiveness is the first, minimum and indispensable requirement for appointment, reappointment and RANGE elevation of TEMPORARY faculty who teach.

8.2.b.2 TEMPORARY 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.

8.2.b.3 The following shall provide the basis for evaluating TEMPORARY faculty, as documented by evidence in the PERSONNEL ACTION FILE.

8.2.b.3.a Evaluations of teaching performance, for those who teach.

Student evaluations of teaching 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 his/her 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.

At least one classroom visit resulting in a peer evaluation of teaching performance shall take place each review year. At the discretion of the PERSONNEL COMMITTEE, Department Chair, or upon the candidate's petition, a classroom visit resulting in a peer evaluation of teaching performance shall occur more frequently, (see FPPP Section 8.1).

8.2.b.3.b 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.

8.2.b.3.c 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.

8.2.b.3.d Evaluation of any other activities or achievements related to the individual's work assignment(s) that provide a positive contribution to the University.

Such activities or achievements may include, but are not limited to, innovations in diversity, sustainability, service learning, and civic engagement.

8.2.b.4 The chair of the DEPARTMENT/UNIT 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 personnel file and supporting materials on an annual basis regardless of whether the faculty member is scheduled for review during that cycle.

8.2.b.1.a In evaluating teaching effectiveness the following shall be the main criteria for evaluation:

8.2.b.1.a.1. Organization

8.2.b.1.a.2. Scholarship: currency in the field

8.2.b.1.a.3. Effective communication

8.2.b.1.b In addition to the primary criterion of teaching, part-time faculty shall be evaluated with respect to the following:

- ~~8.2.b.1.b.1 — Their engaging in professional activity in the field appropriate to their teaching field as determined by department criteria~~
- ~~8.2.b.1.b.2 — Their duties as defined by their assignment~~
- ~~8.2.b.1.b.3 — Their professional ethics and conduct~~
- ~~8.2.b.1.b.4 — Other contributions that represent participation in scholarly life, or the University community and render positive assistance to the department~~

8.2.c Evidence of Teaching Effectiveness—Record of Evaluation

~~In evaluating teaching effectiveness, such evidence will be used as outlined in this policy.~~

- ~~8.2.c.1 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 his/her comments, if any, to the candidate and to the appropriate DEAN for review and entry into the PERSONNEL ACTION FILE.~~
- ~~8.2.c.2 The REPORT shall contain an evaluation of the effectiveness of the faculty member in his/her 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.~~
- ~~8.2.c.3 The REPORT may include constructive suggestions for the faculty member's development related to his/her work assignment(s).~~
- ~~8.2.c.4 The REPORT shall acknowledge other activities by the faculty member, not part of his/her work assignment(s), which result in a positive contribution to the University.~~
- ~~8.2.c.5 The REPORT shall not contain any recommendation regarding future employment.~~

8.2.d Evaluation Procedures

- ~~8.2.d.1 All Each TEMPORARY FACULTY faculty member neither eligible for nor currently holding a three-year appointment will undergo an annual review for the initial two personnel cycles, followed by biennial rather than annual reviews. If the candidate's course assignment changes, the review process returns to the initial two-year annual followed by either annual or biennial REVIEW CYCLE. 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 individuals' initial date of appointment or since the last evaluation, whichever is more recent.

- 8.2.d.2 ~~ALL~~ All TEMPORARY ~~FACULTY~~ faculty unit employees 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. ~~This evaluation shall include student evaluations of teaching (SET) for those with teaching duties, peer review by a committee of the department or equivalent unit, and evaluations by appropriate administrators. The evaluation shall rate the temporary unit employee as satisfactory or unsatisfactory, and shall determine whether there have been any documented serious conduct problems. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic~~ The evaluation shall consider the faculty member's unit employee'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.
- 8.2.d.2.a.3 When the appropriate administrator determines, based on the PERSONNEL ACTION FILE, that an eligible TEMPORARY ~~FACULTY~~ faculty member unit employee has performed in a satisfactory manner, ~~and absent documented serious conduct problems pursuant to the FPPP 8.2.d.2 and has not committed documented serious conduct problems,~~ an initial three-year appointment shall be ~~issued~~ offered. ~~When the appropriate administrator determines that an eligible TEMPORARY FACULTY unit employee has not performed his/her duties in a satisfactory manner and/or has committed documented serious conduct problems; Otherwise,~~ an initial three-year appointment shall not be ~~issued~~ offered and the reasons for ~~this his/her~~ determination shall be reduced to writing by the appropriate administrator and placed in the PERSONNEL ACTION FILE.
- 8.2.d.34 All TEMPORARY ~~FACULTY~~ faculty members unit employees holding three year appointments 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). ~~This evaluation shall include student evaluations of teaching (SET) for those with teaching duties, peer review by a committee of the department or equivalent unit and evaluations by appropriate administrators. The evaluation shall rate the TEMPORARY FACULTY unit employee as either satisfactory or unsatisfactory and shall determine whether there have been any documented serious conduct problems. Satisfactory ratings may include narrative comments including~~

constructive suggestions for development. This ~~The~~ periodic evaluation shall consider the ~~faculty member's employees~~ cumulative work performance during the entire preceding three-year period.

- 8.2.d.3.a.5 When the appropriate administrator determines, based on the PERSONNEL ACTION FILE, that a TEMPORARY FACULTY ~~faculty member unit employee~~ holding a three-year appointment has performed in a satisfactory manner and absent documented serious conduct problems pursuant to FPPP 8.2.d.4 and has not committed documented serious conduct problems, a subsequent three-year appointment shall be offered as long as there is sufficient work. ~~issued. When the appropriate administrator determines that an eligible TEMPORARY FACULTY unit employee has not performed his/her duties in a satisfactory manner and/or has committed documented serious conduct problems.~~ Otherwise, a subsequent three-year appointment shall not be offered ~~issued~~ and the reasons for this his/her determination shall be reduced to writing by the appropriate administrator and placed in the PERSONNEL ACTION FILE. ~~The determination of the appropriate administrator shall be based on the contents of the Personnel Action File. TEMPORARY FACULTY unit employees holding three-year appointments shall have the expectation of reappointment to subsequent three-year appointments absent an unsatisfactory rating and/or documented serious conduct problems, and as long as there is sufficient work (CBA 12.13).~~
- 8.2.d.6 ~~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 personnel file and supporting materials on an annual basis regardless of whether the faculty member is scheduled for review during that cycle.~~
- 8.2.d.7 ~~At least one classroom visit shall take place at least once each academic year for the purpose of assessing the faculty member's teaching performance. When classroom visits are utilized as part of the evaluation of a faculty unit employee under CBA Article 15.14, the individual faculty unit employee being evaluated shall be provided a written notice of at least five (5) business days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es). Additional details regarding the timing of the visits, the documentation of the assessment, etc., shall be determined by the DEPARTMENT/UNIT PERSONNEL COMMITTEE prior to the start of the review process.~~
- 8.2.d.8 ~~In order to assess the effectiveness of instruction in on-line courses, additional and/or substitute methods of data gathering likely will be necessary. For example, while some on-line courses include real-time instruction by the faculty member—allowing for the equivalent of a peer~~

visitation—other courses might consist of asynchronous content exclusively. The candidate, with the department’s assistance, is to provide a sufficient evidentiary basis for evaluation.

8.2.d.9 — In assessing the effectiveness of the candidate’s instruction in on-line courses, department unit standards should be guided by the standards implicitly and explicitly stated in the University’s ‘Rubric for Online Instruction.’ Given that a course may not exclusively be on-line, the evaluators should weigh the relevance of the Rubric as appropriate for each course.

8.2.d.10 — The DEPARTMENT/UNIT 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 (or WPAF). The REPORT shall contain a written evaluation of teaching effectiveness and a statement as to whether the teaching performance is satisfactory.

8.3 — Evaluation of Full-Time Temporary Faculty

8.3.a — All full-time TEMPORARY FACULTY will undergo an annual review for the initial two personnel cycles, followed by biennial rather than annual reviews. If the candidate's course assignment changes, the review process returns to the initial two-year annual followed by either annual or biennial REVIEW CYCLE. Evaluation of full-time TEMPORARY FACULTY will follow the PERIODIC EVALUATION procedures for tenure-track faculty. The timetable for evaluation of full-time Temporary Faculty, regardless of the number of years the individual has served, shall follow the schedule of Periodic Evaluation for PROBATIONARY FACULTY, with evaluation notice to the individual due on or before May 15.

8.3.b — The areas of performance to be included in the PERIODIC EVALUATIONS of each full-time TEMPORARY FACULTY shall be consistent with, and inclusive of, the individual’s assigned duties, as specified at the time of hire. Should those assigned duties change, an explicit statement of the change will be placed into the PAF, so as to properly inform those conducting subsequent PERIODIC EVALUATIONS.

8.3.c — The PERIODIC EVALUATION of full-time TEMPORARY FACULTY will result in a performance REPORT, but no RECOMMENDATION regarding future employment will be made.