

## Frequently Asked Questions Regarding The Evaluation of Temporary Faculty

October 2010

Campus policy can be found online at: <http://www.sonoma.edu/uaffairs/policies/periodicpolicy.htm>,  
This policy is based on Article 15 of the collective bargaining agreement, available online at:  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article15.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

- **Who May Evaluate Temporary Faculty?**

The evaluation committee is full-time tenured faculty and faculty in FERP who are active in the semester the evaluation is conducted. Probationary faculty may conduct peer observations of temporary faculty and provide assistance with or comment on the development of the evaluation. Academic Administrators have a role to provide input.

- **Which temporary faculty must be evaluated?**

Temporary faculty in three-year appointments who are either full-time or less than full-time, are to be evaluated at least once during the three-year contract and may be evaluated more frequently upon request of either the faculty member or the President.

Temporary faculty in academic-year appointments, who are either full-time or less than full-time, must be evaluated annually in each appointing department.

Temporary faculty in one-semester appointments or appointments of at least four months duration may be evaluated at the request of the faculty member or at the discretion of the department or dean; if the department or dean elect to evaluate faculty in such appointments, all such faculty in a department must be evaluated.

Evaluation requirements for coaches are outlined in Campus Policy, Section II (E).

- **What are the deadlines?**

Deadlines are outlined at the end of the campus policy.

- **Who is responsible for the material in the file?**

The department chair or designee shall be responsible for assembling materials on which the evaluation shall be based. In units without a chair, the dean shall be responsible, or the dean may designate an individual to be responsible. In the latter case, the dean shall notify the temporary faculty member(s) to be evaluated of the name of the responsible individual, not later than two weeks before the deadline for assembly of materials. The temporary faculty member may submit materials to be included by the deadline for the assembly of materials, to the chair, dean, or responsible individual.

Material that has been placed in the Personnel Action File in the Office of the Provost, or material in the department's files, is **not** automatically placed in the file for evaluation. If it is desirable for such material to be in the file, someone must place it there. Campus policy, Section III, discusses the content of the file. If a department conducted an evaluation previously, material used in that previous evaluation will not normally be included.

- **What materials must go forward to Faculty Affairs when the periodic evaluation is complete?**

Section VI(C) of the policy states:

When the periodic evaluation is completed, the following materials shall be forwarded to the Faculty Affairs Office for filing in the Personnel Action File: summaries of student evaluations of teaching effectiveness, peer observations, evaluations by all levels of review, rebuttal statement(s) by the faculty member (if any), a list of any other materials used in the evaluation of the faculty member and evaluations for temporary faculty without instructional assignments may include not more than four pages of other material used in the evaluation process which demonstrate the faculty member's performance in his/her assignment.

This section shall not preclude the forwarding of materials not listed above for inclusion in the Working Personnel Action File by the temporary faculty member, the chair, the dean or appropriate administrator, or other university administrators, as long as these materials were introduced during the evaluation process and are known to the temporary faculty member.