



Lecturer Evaluations Criteria, Procedures, and Calendar*

**Effective August 17, 2020*

These procedures supplement Article 15, Evaluation, of the Collective Bargaining Agreement (CBA) between the California Faculty Association (CFA) and the California State University (CSU), a copy of which may be viewed on the [California State University website](#).

For the purposes of these procedures, the term lecturer applies to temporary faculty (class codes 2358/2359) performing instructional and non-instructional assignments. Lecturer evaluations are performed separately for each department, school, or division (hereafter “Department”) where a lecturer is appointed. Procedures and evaluation criteria related to other types of temporary faculty such as librarians, counselors, coaches, and Cal State Teach faculty are specific to those particular assignments and are established in the department in accordance with the CBA.

1) What is the purpose of lecturer evaluations?

The purpose of lecturer evaluations is to provide faculty with formal feedback to enhance performance, set goals for improvement, assist in the careful consideration of faculty for future positions, and furnish input for range elevation, when eligible. This formal feedback helps to provide our students with the best learning environment possible.

2) How are lecturers notified regarding evaluations?

According to Article 15 of the CBA, “Evaluation criteria and procedures **shall** be made available to lecturers **no later than 14 days** after the first day of instruction.” (Emphasis added) The Department Chair is responsible for ensuring that this requirement is met by providing lecturers with this document, **Lecturer Evaluations Criteria, Procedures, and Calendar**. The Department Chair is also advised to provide lecturers with a copy of the *Student Evaluation Feedback Form*. This form is available on the [Lecturer Evaluation page](#) of the University Personnel website. Each Department shall also maintain a list of temporary faculty who were evaluated. If a lecturer applies for a position in that Department, the lecturer’s previous evaluations and his/her application shall receive careful consideration.

3) Who must be evaluated?

- Lecturers who have been appointed in a Department for **at least two semesters** (regardless of a break in service) **must** be evaluated annually.
- A lecturer holding appointments in two or more Departments **must** receive an annual evaluation in each Department where an appointment is held.
- Lecturers with three-year appointments **must** be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of the lecturer, the Department Chair or the appropriate administrator (e.g. Dean or Associate Dean). At CSUMB, lecturers in a three-year appointment will have an annual evaluation during year two of their appointment.
- Lecturers eligible for an initial three-year appointment or subsequent three-year appointment **shall also** receive a **cumulative** evaluation. This cumulative evaluation is separate from, and in addition to, the annual evaluation.

4) What is a cumulative evaluation?

- A cumulative evaluation is separate from, and in addition to, the annual evaluation. A cumulative evaluation includes a lecturer's work performance during the six consecutive years of service prior to an initial three-year appointment, or the three years of service prior to a subsequent three-year appointment. It shall be completed during the academic year immediately preceding the issuance of any three-year appointment. The appropriate administrator prepares an evaluation which requires a rating of satisfactory or unsatisfactory. It is the appropriate administrator's responsibility to define what is required to achieve a satisfactory rating. A satisfactory rating must be both objective and non-discriminatory. Satisfactory ratings may include narrative comments including constructive suggestions for development. Where the appropriate administrator determines that a temporary faculty member has not performed their duties in a satisfactory manner, then the reasons for the appropriate administrator's determination shall be reduced to writing.
- A three-year appointment shall be issued if the lecturer is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position (CBA Articles 15.28, 15.29).

5) When is an evaluation optional?

Lecturer evaluations are optional for lecturers appointed for **only one semester** (both full-time and part-time). A lecturer appointed for one (1) semester shall be evaluated at the discretion of the Department Chair or the appropriate administrator or upon the request of the lecturer.

6) How do lecturer evaluations relate to range elevation (Article 12)?

According to Article 12.17, those eligible for lecturer range elevation shall be limited to lecturers who have no more eligibility for salary increases in their current range and have served five (5) years in their current range. The criteria for range elevation shall be appropriate to lecturer work assignments. The lecturer evaluation process links to range elevation by providing formative feedback and goals during the five (5) year period as a foundation or "roadmap" from which to work for range elevation.

7) What are the evaluation procedures for full-time lecturers?

- Annual evaluations for full-time lecturers must be conducted by a departmentally-elected lecturer evaluation committee, with opportunity for peer input. Full-time lecturers on three-year appointments must be evaluated at least once during the three year appointment. The Department committee's annual review is sent to the appropriate administrator who signs it or provides additional comments.
- Cumulative evaluations for full-time lecturers are required during the academic year immediately preceding an initial or subsequent three-year appointment. The cumulative evaluation must be completed by the appropriate administrator.

8) What are the evaluation procedures for part-time lecturers?

- Annual evaluations for part-time lecturers may be evaluated by the Department Chair alone or by a departmentally-elected lecturer evaluation committee. In either process, the evaluation shall include the opportunity provided for peer input. Part-time lecturers with three-year appointments must be evaluated at least once during the three year

appointment. The department’s annual evaluation is sent to the appropriate administrator who signs it or provides additional comments.

- Cumulative evaluations for part-time lecturers are required during the academic year immediately preceding an initial or subsequent three-year appointment. The cumulative evaluation must be completed by the appropriate administrator.

9) Is there a summary of who is evaluated, the frequency, and the evaluators?

The following table summarizes key aspects for lecturer evaluations:

Type of Appointment	Type of Evaluation Due from Lecturer	Evaluators
Initial semester	“Annual” Evaluation Optional	Department Chair
Two or more semesters (part-time)	Annual evaluation in Spring, covers previous calendar year Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Department Chair or Department committee of tenured faculty Department provides syllabi, student evaluations
Two or more semesters (full-time)	Annual evaluation in Spring, covers previous calendar year Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Department committee of tenured faculty Department provides syllabi, student evaluations
Year 6 (part-time)	Annual evaluation in Spring, covers previous calendar year Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Department Chair or Department committee of tenured faculty Department provides syllabi, student evaluations for previous calendar year
	AND Cumulative evaluation in Spring, covers previous six (6) calendar years Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Appropriate Administrator Department provides syllabi, student evaluations for previous five (5) calendar years, prior period evaluations
Year 6 (full-time)	Annual evaluation in Spring, covers previous calendar year Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Department committee of tenured faculty Department provides syllabi, student evaluations for previous calendar year
	AND Cumulative evaluation in Spring, covers previous six (6) calendar years Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation	Appropriate Administrator Department provides syllabi, student evaluations for previous five (5) calendar years, prior period evaluations

3-year appointment (part-time)	<p>In year 2: “Annual” evaluation in Spring, covers previous calendar year</p> <p>Required: Current CV Optional: Lecturer Self-Evaluation, Peer Observation</p>	<p>Department Chair or Department committee of tenured faculty</p> <p>Department provides syllabi, student evaluations</p>
	<p>In year 3: Cumulative evaluation in Spring, covers previous three (3) calendar years</p> <p>Required; Current CV Optional: Lecturer Self- Evaluation, Peer Observation</p>	<p>Appropriate Administrator</p> <p>Department provides syllabi, student evaluations for previous two (2) years, prior periodic evaluations</p>
3-year appointment (full-time)	<p>In year 2: “Annual” evaluation in Spring, covers previous calendar year</p> <p>Required: Current CV Optional: Lecturer Self- Evaluation, Peer Observation</p>	<p>Department committee of tenured faculty</p> <p>Department provides syllabi, student evaluations</p>
	<p>In year 3: Cumulative evaluation in Spring, covers previous three (3) calendar years</p> <p>Required; Current CV Optional: Lecturer Self- Evaluation, Peer Observation</p>	<p>Appropriate Administrator</p> <p>Department provides syllabi, student evaluations for previous two (2) years, prior periodic evaluations</p>

10) How is the composition of the departmental Lecturer Evaluation Committee determined?

Only tenured faculty and academic administrators may engage in deliberations and make recommendations regarding the evaluation of a lecturer, per Article 15. Faculty participating in the Faculty Early Retirement Program (FERP) who will be present during the semester in which the evaluation is conducted may be included. The departmental Lecturer Evaluation Committee consists of at least two faculty members, one of whom is the Department Chair (tenured). Tenure-track faculty may conduct peer observations of lecturers and provide assistance with or input to the writing of the evaluation. The means for selecting Lecturer Evaluation Committee member(s) in addition to the Department Chair must be approved by majority vote of the probationary and tenured faculty members in each Department or equivalent unit. When there are not enough tenured faculty in the Department to form a two person committee, faculty from another Department may be nominated to serve.

11) How are evaluations handled if the Department Chair is not tenured?

When a Department Chair or Program Coordinator is not tenured, the Department must designate a tenured faculty member to serve in the capacity of Department Chair for the purpose of evaluating temporary faculty. This requirement does not prohibit tenure-track faculty, tenured faculty who are part-time, or FERP faculty from conducting peer observations or providing peer input.

12) Which forms are used for lecturer evaluations?

The Lecturer Annual and Cumulative Evaluation Forms can be found on the [Lecturer Evaluation page](#) of the University Personnel website. The same evaluation forms are used for

both full-time and part-time lecturers, with clear notation of the time base of the lecturer being evaluated.

13) What information is considered during the lecturer evaluation process?

During the evaluation process, additional documents provided by the lecturer or submitted by peers (e.g., peer observations) will be considered an extension of the personnel action file (PAF). Original documents, such as student evaluations, course syllabi, etc., are maintained in the Department and are not forwarded to University Personnel for inclusion in the PAF. The lecturer is responsible for submitting documents to the Department Chair by the date specified in the Academic Personnel Calendar. The Department Chair is responsible for providing documents maintained in the department for Lecturer Evaluation Committee review (e.g., student evaluations, syllabi, previous evaluations).

The evaluation documents must include, **as a minimum**, the following:

- Current curriculum vitae
- Student evaluations for courses taught since the last evaluation (maintained in Department)
- Syllabi for courses taught since the last evaluation (maintained in Department)
- Previous evaluations (maintained in Department and in PAF)

Other documents **may** be included such as:

- Lecturer Self-Evaluation Form: Lecturers are **strongly encouraged** to use the Lecturer Self-Evaluation Form provided on the [Lecturer Evaluation page](#) of the University Personnel website to describe teaching strategies and performance, other activities that have enhanced teaching effectiveness, and reflect on feedback from student evaluations or previous peer and administrative evaluations. Lecturers should note that one purpose of documenting their work, growth, and achievements is to develop documentation incrementally for range elevation when they become eligible.
- Peer observations: Lecturers may request, or the appropriate administrator, Department Chair, or Lecturer Evaluation Committee may decide, that peer observations of work will be conducted and written summaries of the observations included with the evaluation.
- Other documents: Documents may be included that, in the judgment of the lecturer, the appropriate administrator, Department Chair, or Lecturer Evaluation Committee, have bearing on the evaluation of the lecturer's performance in his/her assignment. Examples include samples of student work; evidence of curricular innovations in courses; communications from students or other faculty, course outlines, handouts and other course materials. These are examples only, and not intended to limit the possible materials to be included.

14) What is peer observation?

Peer observation involves classroom visits. When classroom visits are used as part of the evaluation process, the individual lecturer shall be provided a notice of **at least five (5) days prior** to a classroom visit taking place. There shall be consultation between the lecturer being evaluated and the individual who visits his/her class(es). A suggested Peer Observation Form is provided on the [Lecturer Evaluation page](#) of the University Personnel website.

15) What is peer input?

Other faculty, students, and academic administrators may contribute information to the evaluation of a lecturer. Information submitted by other faculty and by academic administrators may include statements and opinions about the qualifications and work of the lecturer provided by other persons identified by name. Peer input may include a written review of syllabi, course materials, student work, or other commentaries relevant to the lecturer assignment. All such information must be submitted to the Department Chair by the due date for lecturers to submit their documents to the chair as specified in the [Academic Personnel Calendar](#).

16) What evaluation criteria are pertinent in evaluating teaching effectiveness?

Primary emphasis is placed on teaching effectiveness when a lecturer's university assignment includes teaching. Evaluators will review and evaluate all pertinent evidence available in the documents considered for lecturer evaluation to show that the lecturer:

- Demonstrates competence and currency in course material
- Uses teaching strategies appropriate to the students and course content
- Presents material with clarity
- Clearly specifies course outcomes and employs course materials to achieve course outcomes
- Enables students to participate actively in their own education
- Fosters appreciation for different points of view
- Displays enthusiasm for teaching his/her subject
- Consults and advises effectively outside of class
- Provides timely feedback and grades
- Engages in professional development to enhance his/her teaching effectiveness

17) What if a lecturer has assigned time for activities outside the classroom?

The Department Chair provides specific, written criteria appropriate to the work assignment if a lecturer is employed in instructional activities beyond classroom teaching (e.g., supervision of student-teachers; assigned time to complete a curricular project, etc.). Criteria appropriate to the work assignment must be given to the faculty member within (14) fourteen days of acceptance of the appointment.

18) What guidelines apply regarding confidentiality?

The contents of a lecturer evaluation and deliberations in the evaluation process are to be held in strictest confidence and limited only to those involved with the evaluation process.

19) Where do the lecturer evaluation documents go?

All evaluation documents assembled as a consequence of the lecturer evaluation process (see #13), including the written Department-level evaluations and lecturer's rebuttal, if any, are forwarded to the appropriate administrator. Following his/her review, **the appropriate administrator forwards the completed evaluation to University Personnel**, accompanied by the Department-level evaluation(s), and the following documents: current curriculum vita, Lecturer Self Evaluation Form (highly recommended but optional), peer observations or input; rebuttals. University Personnel will place these documents in the lecturer's official Personnel Action File (PAF). Other supplemental documentation (student evaluations, syllabi, copies of previous evaluations) is returned to the department. **The appropriate administrator also sends a copy of the completed lecturer evaluation to the lecturer and to the Department Chair at this time.**

20) When do lecturers receive a copy of the lecturer evaluation and who provides it to them?

The Department Chair is responsible for providing copies of evaluation(s) completed at the Department level to the lecturer. This provides the lecturer an opportunity to submit a response or rebuttal to the Department-level evaluation (see #21). After the 10-day rebuttal period, the Chair sends the completed and signed evaluations to the appropriate administrator. **The appropriate administrator is responsible for sending copies of the completed lecturer evaluation with his or her signature to the lecturer and Department Chair.** This gives the lecturer an opportunity to submit a response or rebuttal to the appropriate administrator's evaluation. It is recommended that, whenever possible, the Department Chair meet with the lecturer to discuss the lecturer evaluation. The lecturer shall be provided a copy of the written evaluation from the appropriate administrator when the evaluation is completed regardless of whether a meeting has been scheduled with the Department Chair. At all levels, it is acceptable to send scanned electronic materials that are signed and cannot be altered.

21) Do lecturers have the right to rebut/respond to the evaluation?

For all levels of lecturer evaluations, the lecturer must be given a copy of the evaluation and given an opportunity to respond. No new materials may be added to the review file unless the provisions in Article 15 are met. The lecturer may submit a response or rebuttal in writing and/or request a meeting be held to discuss the evaluation **within ten (10) calendar days** of receipt of the evaluation. **This shall not require that evaluation timelines be extended.** If the lecturer rebuts the Department-level evaluation, h/she sends the rebuttal to the Department Chair and to the appropriate administrator. If the lecturer rebuts the appropriate administrator's evaluation, the lecturer sends the rebuttal to the appropriate administrator and to University Personnel who will send a copy of the rebuttal to the Department Chair.

22) What timelines and deadlines apply?

Evaluations are typically completed in the spring semester. Annual evaluations completed in spring semester are due no later than **May 5** to University Personnel. Cumulative evaluations completed in spring semester are due no later than **May 18** to University Personnel. If these dates fall on a weekend or holiday, the due date is the following workday. **This deadline is to be announced to lecturers no later than 14 days after the first day of instruction.** The appropriate administrator is responsible for forwarding the completed lecturer evaluation to University Personnel for inclusion in the lecturer's PAF at the same time that the lecturer evaluation is sent to the lecturer and the Department Chair. **These procedures serve as notice that University Personnel will place evaluations in the PAF five (5) days after receipt.**

23) Are we required to use these forms?

The evaluation forms are strongly recommended, but not required. The Peer Observation form may be used as is or adapted for your Department. The Student Evaluation of Teaching Effectiveness form, online or in class, provides campus-wide standardized questions and its use is required.

24) Questions?

Questions should be directed to Amy Thurman, Academic Personnel Assistant, at (831) 582-5403 or athurman@csumb.edu.

CALENDAR FOR ANNUAL LECTURER EVALUATIONS

DATE DUE	DESCRIPTION OF WHAT'S DUE
August 17, 2020	University Personnel will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by September 8, 2020.
January 15, 2021	UP will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by February 8, 2021.
February 19, 2021	All temporary faculty submit any materials for consideration in their annual evaluations to the Department Chair.
March 12, 2021	Chair/Department Committee annual evaluations for all temporary faculty are due to faculty member, who then has ten (10) days to submit rebuttal.
March 23, 2021	Chair sends all annual evaluations and documentation to the appropriate administrator (e.g. Dean or Associate Dean).
April 23, 2021	Appropriate administrator's annual evaluations for temporary faculty are due to temporary faculty member, who then has ten (10) days to submit rebuttal.
May 4, 2021	Appropriate administrator sends all annual evaluations to UP. Evaluations will be placed in the lecturers' Personnel Action File (PAF) on May 11, 2021.

CALENDAR FOR CUMULATIVE LECTURER EVALUATIONS

DATE DUE	DESCRIPTION OF WHAT'S DUE
August 17, 2020	UP will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by September 8, 2020.
January 15, 2021	UP will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by February 8, 2021.
March 12, 2021	All temporary faculty submit any materials for consideration in their cumulative evaluations to the appropriate administrator (e.g. Dean or Associate Dean).
May 4, 2021	Appropriate administrator's cumulative evaluations for temporary faculty are due to temporary faculty member, who then has ten (10) days to submit rebuttal.
May 17, 2021	Appropriate administrator sends all cumulative evaluations to UP. Evaluations will be placed in the lecturers' Personnel Action File (PAF) on May 24, 2021.

MASTER CALENDAR FOR LECTURER EVALUATIONS*

**Includes dates and descriptions for both annual & cumulative evaluations*

ANNUAL EVALUATION - DESCRIPTION OF WHAT'S DUE	DATE DUE	CUMULATIVE EVALUATION - DESCRIPTION OF WHAT'S DUE
University Personnel will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by September 8, 2020.	August 17, 2020	University Personnel will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by September 8, 2020.
University Personnel will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by February 8, 2021.	January 15, 2021	University Personnel will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation by February 8, 2021.
All temporary faculty submit any materials for consideration in their annual evaluations to the Department Chair.	February 19, 2021	Nothing due
Chair/Department Committee annual evaluations for all temporary faculty are due to faculty member, who then has ten (10) days to submit rebuttal.	March 12, 2021	All temporary faculty submit any materials for consideration in their cumulative evaluations to the appropriate administrator (e.g. Dean or Associate Dean).
Chair sends all annual evaluations and documentation to the appropriate administrator (e.g. Dean or Associate Dean).	March 23, 2021	Nothing due
Appropriate administrator's annual evaluations for temporary faculty are due to temporary faculty member, who then has ten (10) days to submit rebuttal.	April 23, 2021	Nothing due
Appropriate administrator sends all annual evaluations to UP. Evaluations will be placed in the lecturers' Personnel Action File (PAF) on May 11, 2021.	May 4, 2021	Appropriate administrator's cumulative evaluations for temporary faculty are due to temporary faculty member, who then has ten (10) days to submit rebuttal.
Nothing due	May 17, 2021	Appropriate administrator sends all cumulative evaluations to UP. Evaluations will be placed in the lecturers' Personnel Action File (PAF) on May 24, 2021.