December 22, 2005

To: Deans
Department Chairs

FROM: Kathleen C. Cohn
Associate Vice President for Academic Personnel

SUBJECT: INSTRUCTIONS FOR THE STANDARD/STREAMLINED PERIODIC EVALUATION OF LECTURERS

Articles 15.21 through 15.24 of the Collective Bargaining Agreement address the periodic evaluation of lecturers. This memo addresses the types of lecturer evaluations, the procedures, and time lines. Lecturers must be advised of the college/department evaluation procedures and criteria in addition to those addressed in this memo within the first 14 days of employment. Lecturers should consult the College or Department Office for details. Please note that these procedures do not apply to T.A.'s or G.A.'s.

TYPES OF LECTURER EVALUATIONS

Required Evaluations
1. Two or More Semester Appointments – Lecturers whose appointments are for two or more semesters must be evaluated; this applies to both full-time and part-time lecturers. Such evaluations must be in accordance with University procedures for periodic evaluation of faculty. A lecturer holding appointments in two or more departments must receive an evaluation in each department where an appointment is held.
2. Three Year Entitlement Appointments (New Procedure) – A new procedure is being implemented for the required annual evaluations of lecturers with Three Year entitlement appointments. The modified evaluation cycle will be implemented as follows:
   a. A Standard Evaluation will always occur in the second year of a three year appointment. It would also be required in year one or year three if any unsatisfactory rating was given in the prior year. The Standard Evaluation could also be conducted in any year at the discretion of the department chair or the dean after prior notification, or upon the request of the lecturer.
   b. Streamlined Evaluations (shorter) will occur in year one and year three of the three year appointment if the prior year’s review was “Satisfactory” or above.

Optional Evaluations
Lecturers, who are appointed for only one semester (both full- and part-time), shall be evaluated at the discretion of the chair or dean after prior notification OR upon the request of the lecturer.

If it is not known whether a lecturer currently serving on a one-semester Fall contract will be appointed for the Spring semester, that individual may receive a periodic evaluation, as described in the preceding paragraph.

PROCEDURES

Evaluation of Full-Time Lecturers with 3 Year Appointments (Unconditional)
Full-time lecturers must be evaluated by both the department and the dean. Standard Evaluations are to be conducted in year two for a 3 Year appointee. As noted in the Types of Evaluations section, the Standard Evaluation can be conducted in any of the three years at the department chair’s or dean’s discretion or at the lecturer’s request. Both types of evaluations must be conducted by a departmentally elected peer review committee composed of tenured/tenure track faculty, with opportunity provided for peer input. Such input may come from any faculty member and may be requested by the department chair, the department peer committee, or the lecturer. The input must be written, signed, and included in the evaluation materials. Copies must be provided to the evaluators and the lecturer. The chair may submit a separate recommendation to the dean if not serving as a member of the peer review committee.
**Evaluation of Part-Time Lecturers (Conditional)**

Standard Evaluations are to be completed every year for the annual appointment lecturers and in year two for a three-year entitlement appointment. As noted in the **Types of Evaluations** section, the Standard Evaluation can be conducted in any of the three years at the department chair’s or dean’s discretion or at the lecturer’s request.

Periodic/Standard evaluations of part-time lecturers are to be completed by the department chair, with opportunity provided for peer input. Such input may be from any faculty member, and may be requested by the department chair or the lecturer. The input must be written, signed and included in the evaluation materials. Copies must be provided to the evaluators and the lecturer.

**Streamlined Evaluations in year one and year three** only assess teaching effectiveness and require **MINIMAL** documentation.

For all types and levels of evaluations, the lecturer shall be given a copy of the evaluation. The lecturer may submit a response or rebuttal within seven days of receipt of the evaluation. The response or rebuttal is then forwarded with the evaluation to the next level. For part-time lecturers, the dean may provide an evaluation or may simply acknowledge having reviewed the Department evaluation. If the dean adds any comments to the evaluation, the lecturer has the same right to rebuttal as stated above.

**CSULB Lecturer Periodic Evaluation Form (2005-06 Revision)**

The *same* evaluation form is to be used for both full-time and part-time lecturers, with clear notation of the time base of the lecturer being evaluated. Please refer to the form to determine which pages to complete. A copy of the new revised form is available on the Academic Personnel web site:

http://www.csulb.edu/aa/personnel/evaluations/lecturers

**Materials to Be Considered**

The Collective Bargaining Agreement stipulates that student evaluations of teaching must be considered in the periodic evaluation of lecturers. The evaluation must also be appropriate to the lecturer’s position description and actual work assignment.

- **Full-time lecturers** must submit materials that illustrate their performance related to their duties identified in their position description (teaching, professional development, and/or service).
- **Part-time lecturers** may submit additional materials such as a current curriculum vitae, a brief listing of professional accomplishments or contributions over the past year, a reflective narrative, and/or a peer evaluation of teaching.

If such additional documentation is submitted by a lecturer, it must be considered in the lecturer's periodic evaluation. Lecturers may submit materials from the previous semester if not yet reviewed due to evaluation timelines. **However, since the intent of the Streamlined Evaluation is to reduce workload for the lecturer and the evaluator, minimal documentation is recommended.**

All materials considered by the department shall be made available to the dean. The dean's evaluation and any of the following materials, if submitted, must be forwarded to the Office of Academic Personnel: C.V.; reflective narrative; list of professional accomplishments and contributions; written peer evaluation. Other supplemental documentation is returned to the lecturer.

**Deadlines**

Each dean shall establish an internal college deadline for departments to submit lecturer evaluation by departments. These deadlines are to be established and announced to lecturers early in the fall semester. Each department chair shall establish a single deadline for submission of materials for all lecturers being evaluated in a single semester, and must notify those lecturers of the deadline at least 30 calendar days prior to the due date. The dean shall forward the completed evaluation to the Office of Academic Personnel for inclusion in the lecturer’s personnel action file. Evaluations completed in the fall semester are due **December 23, 2005**. Those completed in spring semester are due **May 19, 2006**.

Questions should be directed to Academic Personnel Manager Irene Wood at 58263 or Academic Personnel Web Coordinator Maryan St. Claire at 52267.

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Lecturers