


Date: September 14, 2023

To: Deans, Department Chairs, Program Directors, Melanie Bocanegra, Julie Pearce, and William Watkins

From: Diane Guido 
Associate Vice President for Faculty Affairs

Subject: **Evaluation of Temporary Faculty for Initial and Renewal 3-Year Appointments**

Provisions in the CSU-CFA Collective Bargaining Agreement (CBA) require that temporary faculty unit employees (lecturers) eligible for three-year appointments be evaluated prior to a *new* three-year appointment or *subsequent* three-year appointment.

Each evaluation shall be a cumulative review, determined as follows:

Initial three-year temporary faculty appointment:

Cumulative review of performance during the qualifying period of six years of consecutive service prior to the initial three-year temporary faculty appointment. Review to be completed during the academic year immediately preceding the appointment.

Subsequent (renewal) three-year temporary faculty appointment:

Cumulative review of performance during the three years of service prior to a subsequent three-year faculty appointment. Review to be completed during the academic year immediately preceding the appointment.

The minimum requirements for the cumulative periodic review for three-year appointments are:

1. Review of the Personnel Action File (PAF);
2. Review of Student Evaluations of teaching performance (over the cumulative review period as described above);
3. Peer review by a department committee composed of tenured faculty (this committee may be the Department Personnel Committee, or a separate committee of tenured faculty, which may include the Department Chair);
4. A rating of either “satisfactory” or “unsatisfactory.” A satisfactory rating may include narrative comments including constructive suggestion for development;
5. Review by the “appropriate administrator” (College Dean for Departments and Programs; Vice President for Student Affairs for Counselors; Associate Vice President of Student Success for University 100 and Learning Resource Center faculty).

During the Fall 2023 or early Spring 2024 semester, in any case **no later than May 24, 2024**, departments and Deans shall conduct and complete periodic evaluations as follows:

1. Department conducts an evaluation of all temporary/lecturer faculty eligible for initial or renewal three-year appointments and provides a written recommendation, including,
 - a. Written notification to eligible lecturer faculty members that they will be reviewed during the 2023-2024 academic year, including review criteria and timeline. Note that review criteria must be established and would have already been sent to faculty in the first 14 days of each semester.
 - b. If a department or program requires eligible faculty to submit a Professional Information File (PIF) and/or other materials, the faculty member should be provided adequate notice and a submission deadline.
 - c. The Department shall evaluate eligible lecturers for the work they perform. For lecturer faculty with teaching responsibilities, for example, the evaluation shall be based on evidence of teaching effectiveness.
2. A copy of the recommendation shall be given to the faculty member under evaluation, along with notice of the faculty member's right to submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.
3. Following the ten (10) day period, the department's recommendation shall be forwarded to the appropriate administrator.
4. A three-year appointment shall be issued, and the temporary faculty unit employee notified in writing, if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position. Where the appropriate administrator determines that the faculty member has not performed his/her duties in a satisfactory manner, then the reasons for administrator's determination shall be put in writing, shared with the faculty member, and placed in the PAF.

Thank you for your assistance with this contract compliance requirement. Please direct any questions to the Office of Faculty Affairs at (x2962) or by email to faculty.affairs@csun.edu.

Note: The evaluation requirement and conditions for offering three-year appointments are detailed in Article 12.12 (initial three-year appointments) and Article 12.13 (renewal three-year appointments) of the CBA, available at: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>

Further details of the evaluation process are provided in Article 15.28 (initial three-year appointments) and Article 15.29 (renewal three-year appointments) of the CBA, available at: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>