

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

Education

Secondary Education

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

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**Office of
Faculty Affairs**

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward October 14, 2016
- Department or College initiating proposed changes Secondary Education
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). Additional, new procedures to formalize the evaluation of part-time faculty
Additional, new procedures to formalize the evaluation of temporary faculty in the SED
who perform University Supervisor roles (observing and evaluating student teachers
and Interns in the field).
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

David Moguel  10/14/16

Chair, Department Personnel Committee

Date

Julie Gainsburg  10/14/16

Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Kendy J. Murawski Wendy Murawski 10/18/16

Chair, College Personnel Committee

Date

 MICHAEL SPAGNA 11/2/16

College Dean

Date

 6/5/17

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)	F'17	F'21
<u>S'17</u>	<u>F'20 Effective Date (change in criteria)</u>	<u>F'21</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF SECONDARY EDUCATION
PERSONNEL POLICIES AND PROCEDURES
FOR TEMPORARY FACULTY SERVING AS UNIVERSITY SUPERVISORS

Approved by the SED on October 13, 2016

Section 700 of the Administrative Manual mandates all academic personnel policies and procedures. The Department of Secondary Education Personnel Policies and Procedures for Temporary Faculty Serving as Program Coordinators describe additional Departmental procedures, consistent with Section 700 of the Administrative Manual.

4. PERSONNEL POLICIES AND PROCEDURES FOR TEMPORARY FACULTY SERVING AS UNIVERSITY SUPERVISORS

4.1 Temporary faculty receiving units to serve as a University Supervisor, to supervise student teachers in their field placements, will be evaluated on the schedule specified in Section 700.

4.2 Supervisor evaluation aims to ensure that the department's student teachers receive at least the minimum standard of supervisory quality, as per policies of the department and the accrediting body, the California Commission on Teacher Credentialing. The department interprets this minimum standard to mean the following:

4.2.1 The newly hired supervisor participates and demonstrates acceptable performance in a first-year observation. In this observation, a tenured department faculty member accompanies the supervisor on a routine visitation to a student teacher in the field, observes the student teacher's lesson and then the supervisor debriefing the lesson with the student teacher, and finally offers feedback and mentoring to the supervisor (not in the presence of the student teacher). Alternately, these observations may be done via video. The tenured faculty member generates a letter that reports on the observation. This letter is shared with the supervisor and then becomes part of the supervisor's PAF.

4.2.2 The supervisor completes all required observation visits of proper length, including debriefing each observed lesson with the student teacher and collaborating with the Cooperating Teacher on evaluating the student teacher. The main instrument for determining that all visits are completed is a log that the supervisor completes.

4.2.3 The supervisor submits complete student-teacher evaluation forms on time and prepares Assistance Plans when necessary.

4.2.4 The supervisor submits useful observation notes/feedback to the candidate and department.

4.2.5 The supervisor participates regularly in department-run Supervisor Workshops.

4.2.6 The supervisor participates in all individual Professional Growth meetings. These are scheduled at the supervisor's convenience during or shortly after the first year of employment as a supervisor and again every three years. The Professional Growth meeting is a non-evaluative conversation among the supervisor, the Department Chair, the Department Student Teaching Coordinator, and, at the request of the supervisor, the appropriate Subject Matter Coordinator. The Professional Growth meeting addresses the supervisor's strengths and areas for growth and is an opportunity for the supervisor to receive personal assistance with professional development and to offer feedback about the program. The department does not keep a written record of the content of this meeting, only a record of the date it occurred.

4.2.7 The supervisor demonstrates a pattern of good performance as indicated by end-of-semester evaluations by the student teachers whom the supervisor supervised during the semester. Student teachers

complete this anonymous evaluation form in their student-teaching seminars (SED 593, 554, 594, 555, 555) in a setting where the supervisor is not present. These completed forms become part of the supervisor's PAF.