

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S10-7, Policy Recommendation, Appointment and Evaluation  
Policy for Temporary Faculty**

**Legislative History: Replaces F99-6**

**At its meeting of May 3, 2010, the Academic Senate approved the following policy recommendation presented by Senator Backer for the Professional Standards Committee.**

**Action by University President: Approved by President  
Jon Whitmore**

**Date: May 28, 2010**

**POLICY RECOMMENDATION  
APPOINTMENT AND EVALUATION POLICY FOR  
TEMPORARY FACULTY**

Replaces: F99-6

Resolved: that the attached policy be implemented; and be it further

Resolved: that F 99-6 be rescinded

Approved: 11/2/09

Vote: 9-0-0

Present: Pat Backer (chair), Joan Merdinger, Herb Silber, Michael Kimbarow,  
Wendy Ng, William Jiang, Mark Correia, Kell Fujimoto, Byron Pulu

Excused: Buddy Butler

**FINANCIAL IMPACT:** This policy does not have any direct financial impact.

WORKLOAD: This policy has the potential to reduce the workload of Department Chairs and other faculty involved in the evaluation of temporary faculty.

RATIONALE:

F99-6 is not aligned with the terms of the current CFA contract and needs to be amended to assure compliance. Also, the policy needs to be more specific with regard to processes that are not clearly delineated in the CFA contract. The following changes were made in this policy.

- x The present policy was amended to refer directly to the CFA contract for definitions including faculty rank, SSIs, and length of appointment.
- x The current CFA contract established that denial of a range elevation is subject to a peer review process; the Peer Panel's decision is final. This was changed in the current policy.
- x This policy amends the evaluation process for full-time and part-time temporary faculty holding three (3) year appointments. Under this revised policy, full-time and part-time temporary faculty holding three (3) year appointments will normally be evaluated once during the term of their appointment but may be evaluated more frequently upon the request of either the employee or the President or his/her designee. This aligns this policy with the current CFA agreement.
- x This policy requires that all full-time and part-time temporary faculty submit an "Annual Summary of Achievements" form.
- x This policy extends the department evaluation cycle for temporary faculty.
- x This policy clarifies the confidentiality of the review process.

# APPOINTMENT AND EVALUATION POLICY FOR TEMPORARY FACULTY

Temporary faculty should be provided with a weblink to this policy.

## I. Preamble

### A. Purpose

T 2 h7 52 45 C \$ w . @ F A 5 0 g r e e

This policy covers the procedures for appointment, reappointment, and evaluation (including range elevation) of Unit 3 faculty members serving in a temporary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and students. A copy may be obtained from the Department Chair (or equivalent person for the unit) or the Office of Faculty Affairs.

8. **Work Assignment:** Temporary faculty are strongly encouraged to seek guidance from their Chair (or equivalent person for their unit) for clarification of items covered by this policy, as well as other University policies and department practices with respect to grading, testing, textbooks, office hours, curriculum goals, disability accommodations, academic integrity, etc. Department Chairs (and equivalent persons for their unit) are strongly encouraged to schedule a meeting with temporary faculty each semester and/or make available to them a written summary of department operations.
9. **Confidentiality:** All deliberations in the evaluation process are to be confidential. Recommendations are to be kept confidential except that the reviewee, appropriate administrators, the President or his/her designee, the Chair/director and peer review committee members are to have access to written recommendations.

#### C. Authorization of Temporary Appointments

Temporary appointments are designed to meet a variety of instructional needs within the University. These needs may include to enrich the curriculum, to provide instruction in specialized areas not otherwise available to the University, to provide flexibility in staffing to meet unanticipated student demand or shifts in enrollment, or to replace regular faculty members on leave or on temporary assignments elsewhere.

#### D. Temporary as Distinct from Probationary

All types of temporary appointments are distinct from probationary (tenure-track) appointments and do not guarantee or imply the right to tenure or the eventuality of a tenure-track appointment.

Eligible persons initially appointed to temporary positions may apply for a probationary appointment if available.

## II. Terminology

- A. Per the Agreement and past practices at SJSU, the following terminology should be used in letters of appointment and other documents describing temporary faculty employed at SJSU.

In contrast to the designation of professor (including assistant professor and associate professor), which by tradition is reserved for people selected to tenure track positions or awarded an honorary professorial title, the designation of temporary faculty members is frequently established by contract and by campus usage. The term "adjunct faculty" is not restricted to volunteer faculty members, but may be used synonymously with temporary faculty. However, the term "adjunct professor" is restricted as described in 8.a. below.

1. **Lecturer**—Describes all part-time and full-time temporary instructional faculty.



and that actual and potential contributions to the University warrant special recognition, shall formally issue appointment

#### D. Length of Appointment

All appointments of temporary faculty members must be consistent with Article 12 of the current CFA-CSU Agreement.

#### E. Careful Consideration

Careful consideration: Every department or equivalent unit is to maintain a list of temporary employees who have been evaluated by the department. If the employee applies for a position in that department or equivalent unit or for the applicant pool for that department or equivalent unit, the faculty unit employee's previous periodic evaluations and application shall receive careful consideration.

### **IV. Evaluation**

#### A. Timing of Notification of Criteria and Procedures

Within 14 days after the start of the semester, Department Chairs (or equivalent persons for their unit) are to provide temporary faculty unit employees with written notification of the evaluation criteria and procedures in effect at the time of their appointment. Employees are to be advised of any changes to evaluation criteria and procedures prior to the commencement of the evaluation period.

#### B. Process

2. Full-time temporary faculty holding three (3) year appointments pursuant to Article 12 of the CFA-CSU Agreement, shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President or his/her designee.
  3. For all full-time temporary faculty, at a minimum, a department committee of tenured faculty shall consider: a) in accordance with university policy on student opinions of teaching effectiveness, all available standardized student data, b) peer review of teaching or performance in other academic assignment including review of course materials, and c) information provided by the faculty member on an "Annual Summary of Achievements" form, which must be submitted to the Department Chair (or equivalent person for the unit) by March 1. The Department Chair may make a separate recommendation as part of the evaluation process. During the period of review, additi
-





2. Eligibility: Lecturers who have no more SSI (Service Salary Increase) eligibility in their current range and who have served five years in their current range are eligible for range elevation. Accumulated teaching experience alone is not an eligibility factor for range elevation.
3. Advancement versus Meritorious Performance: Range elevation represents a form of advancement—that is, moving from one classification to another. An eligible lecturer must show evidence that he or she has reached a level of performance consistent with the requirements for appointment at the next higher range. Thus, more than continued satisfactory or excellent performance at one's current classification is necessary for range elevation.
4. Criteria: Criteria for range elevation shall be appropriate to lecturer work assignments.
5. No Impact on Temporary Status of the Appointment: Range elevation does not imply any guarantee of future employment nor does it affect the conditional nature of the temporary appointment.

#### B. Overview to Ranges

The following explanations of each range (LL, LA, LB, LC, and LD) are meant to be general. The official listing of appropriate terminal degrees shall be established by the President after consultation with the departments, college deans, and the Provost; and the listing may be amended after similar consultation.

1. LL: This range is generally used for

2. Application Process: Temporary faculty seeking range elevation must submit their application form with the appropriate document

time tenured faculty (not including faculty in the FERP program) who have served on committees in the preceding academic year that made recommendations on matters of retention, tenure and promotion who have attained the rank of full professor or equivalent. The Office of Faculty Affairs, in conjunction with a representative from CFA, shall select at

## Appendix A. Examples of Professional Growth and Development

This section<sup>2</sup> lists examples of activities that may be used to demonstrate and document appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by Lecturers in a wide range of disciplines. In all cases quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, and no weighting shall be inferred from the order.

- x activities enhancing the effective teaching of the discipline
- x advising and mentoring student associations
- x collaborative research and creative activity involving the campus and the community
- x collaborative teaching
- x contributions to improving the campus climate: the promotion of mutual respect and acceptance of diversity in all its forms
- x creative activities in support of effective teaching
- x curriculum and program development
- x development of instructional materials
- x development of standards and/or outcomes assessment
- x editing of publications
- x external fundraising and resource development related to the mission of the university
- x grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University
- x increased mastery of the discipline evidenced by additional relevant education or an additional degree
- x involvement of students in the research and creative processes
- x leadership and participation in service activities of professional associations
- x leadership and special contributions to the basic instructional mission of the university
- x leadership in faculty governance and campus life at the department, college, university, or CSU system level
- x maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require advanced professional attention
- x mentoring of colleagues
- x organizing events and activities for the sharing of ideas and knowledge
- x participation at professional meetings and conferences
- x presentations at conferences
- x professional contributions to the community, including professional efforts which bring the community and the campus together
- x program advising

---

<sup>2</sup> List adapted from 08-15, RANGE ELEVATION FOR LECTURERS, CSU-Long Beach Academic Senate

- x publications, exhibitions, and/or performances that advance knowledge
- x recruitment and retention of students
- x research and/or creative activity in discipline related pedagogy
- x research and/or creative activity in the discipline
- x thesis research and supervision