

SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192

S21-2, University Policy, Appointment, Evaluation, And  
Range Elevation for Lecturer Faculty

Rescinds University Policy S10- 7

Legislative History:

At its meeting of April 19, 2021, the Academic Senate approved University Policy S21-2 presented by Senator Cargill for the Professional Standards Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

Signed and approved by  
President Mary A. Papazian,  
San José State University on  
May 10, 2021.

Resolved: That S10-7 be rescinded and replaced by the following policy effective as soon as administratively practicable.

Rationale: In 2018 Professional Standards received two referrals noting several provisions in tChairs. The questions principally concerned the “range elevation” section of the policy, which is a method under the Collective Bargaining Agreement (CBA) whereby lecturer faculty with substantial experience may apply to move up to a higher pay scale. The CBA generally leaves the criteria to local campuses to determine, although recent arbitration



Approved: April 12, 2021  
Vote: 10-0-0  
Present: Peter, Wang, Raman, Monday, Cargill, Saldamli, Riley, Quock,  
Mahendra, Barrera  
Absent: Smith  
Financial Impact: No direct impact  
Workload Impact: No direct impact

UNIVERSITY POLICY S21-2  
APPOINTMENT, EVALUATION, AND RANGE ELEVATION  
FOR LECTURER FACULTY

1. Introduction

1.1. Purpose



- 2.4 Within the tradition described in 2.1, the list of honorific titles may be expanded or revised by the Provost, in consultation with the Professional Standards Committee. Creating honorific titles outside the tradition described in 2.1 requires a policy recommendation of the Academic Senate, signed by the President.
- 2.5 The initial list of approved honorific titles is included in Appendix B, but may be revised and updated as per 2.4.

### 3. Initial and Subsequent Appointments

#### 3.1. Appointment Letters and Timing

3.1.1. Offers of appointment are to be made in writing by the Dean or the Provost on behalf of the President. Oral offers or offers made by persons other than those listed in the previous sentence are neither valid nor binding upon the University. Official notification of appointment shall follow the requirements as outlined by the CBA (12.2). The notification shall also state that the appointment automatically expires as outlined by the CBA (12.4).

3.1.2. Generally, lecturer faculty appointments (both full- and part-time) should be made sufficiently in advance of the beginning of instruction to allow adequate time for course preparation and the acquisition of appropriate texts and instructional materials.

#### 3.2. Nature of Work Assignments

The nature of the work performed by lecturer faculty—the proportions of teaching, service, or research—is stated in the work assignment. Historically, most lecturer faculty have been assigned primarily to teach, but other configurations are possible. Lecturer faculty are not expected to do work that is outside of their assignments. For example, lecturer faculty whose work assignment does not include service cannot be required to do service activities except those directly related to their teaching assignment. They may, if willing, take on additional service assignments and be compensated appropriately. Lecturer faculty may attend most university, college, and department functions as a matter of professional



have the appropriate terminal degree and advanced expertise and experience or a lower degree and recognition as a leader in the field with extensive specialized professional expertise and experience that is deemed equivalent to the terminal degree.

#### 3.4. Careful Consideration for Reappointment

Lecturer faculty shall receive careful consideration in the appropriate situations, as per the CBA (12.7). Chairs and Administrators should consult UP Faculty Services/Employee Relations regarding the meaning of “careful consideration” prior to making reappointment decisions for lecturer faculty. At a minimum, careful consideration means that a department must carefully review the relevant information within at least the most recent period of review available in a candidate’s Personnel Action File (PAF). This will, in most cases, include the SOTES, direct observations of teaching, and other periodic evaluations.

### 4. Evaluation

#### 4.1. General Process

4.1.1. Notification. Lecturer faculty should be notified of evaluation criteria and procedures as per the CBA (15.3). Decision makers should be aware that the current CBA requires notification “no later than 14 days after the first day of instruction in the academic term.”

4.1.2. Purpose: The performance of lecturer faculty should be carefully



4.1.5. Periodic Evaluation: The CBA (15.23) calls for periodic evaluation of lecturer faculty which results in written statements to be placed in the lecturer's Personnel Action File. The specifics of the periodic evaluation are explained below.

4.1.6. Optional Response: lecturer faculty shall be issued recommendations at each level of review and have an opportunity for rebuttal or response as per CBA (15.5).

## 4.2. Review Process

### 4.2.1. Frequency of Evaluations

4.2.1.1. Lecturer faculty holding three (3) year appointments pursuant to Article 12 of the CBA, shall be evaluated at least once during the term of their appointment (CBA 15.26).

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4.2.2.2. All other lecturer faculty shall be evaluated by the Department Chair, who may choose to consult with a department committee of tenured faculty. If the Department Chair suspects that a rating of “needs improvement” or “unsatisfactory” may be indicated, the Chair is advised to consult with a department personnel committee before concluding the evaluation.

4.2.2.3. The Department Chair, if not serving on the department committee, may make a separate recommendation as part of the evaluation process.

#### 4.2.3 Documentation for Evaluation

4.2.3.1 In accordance with the CBA (15.23, 15.24), documentation for evaluation shall include:

4.2.3.1.1 All available data from student opinions of teaching effectiveness (SOTEs) in accordance with university policy on teaching evaluation

4.2.3.1.2 All available direct observation(s) of teaching by peers

4.2.3.1.3 Information provided by the lecturer on an “Annual Summary of Achievements” form

4.2.3.1.4 Evidence of performance in academic assignment including course materials such as syllabi and evidence of performance in other assignments if applicable.

4.2.3.1.5 Evidence of required qualifications (e.g. credential, continuing education).

4.2.3.1.6 All department and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted.

4.2.3.1.7 Unsolicited materials. In addition to materials required by policy and/or provided by the candidate, the CBA (11.4,

15.2, 15.8) permits the inclusion of additional information provided by faculty unit employees, students, external reviewers, and academic administrators. For such materials to be inserted into the working personnel action file without the consent of the candidate, they must be submitted to the Department Chair or Dean before the closing date, and they must subsequently be inspected by an administrator with relevant academic credentials designated by the President to determine a) if the insertion is allowed under the Collective Bargaining Agreement, and b) that the insertion is both germane to the criteria of this policy and neither prejudicial nor defamatory. If the insertion is allowed, it will be withheld from the working personnel action file until the candidate has been given at least seven days to include a response to the material.

4.2.3.1.8 If the lecturer under review does not submit any material, evaluation will be based on information available within the electronic evaluation portal.

4.2.4 The Lecturer's WPAF including the evaluations of the department committee and Chair, if applicable, shall be forwarded to the Dean. Following the review, the Dean shall forward copies of the completed evaluation and Summary of Achievements to UP Faculty Affairs for placement in the official Personnel Action File and to the faculty member and the department.

4.2.6 The evaluation process must be completed by the date indicated in the annual calendar established by UP-FS. Evaluations must be included in the careful consideration process where applicable (addenda or revisions may be submitted later if necessary).

#### 4.3. Criteria for Evaluation

4.3.1. The most fundamental principle of the evaluation of lecturer faculty is that they be evaluated in terms of their particular assignment and



4.3.6.2. Needs improvement. The documentation does not establish that the performance in the assignment has been fully met and completed, but modest improvements as indicated in the review—if promptly implemented—would result in a satisfactory performance.

4.3.6.3. Satisfactory. The documentation establishes that the performance in the assignment has been fully met and completed.

4.3.6.4. Good. The documentation establishes that the performance in the assignment has been fully met and completed, and with a level of experience and quality that goes beyond the minimum.

4.3.6.5. Excellent. The documentation establishes that the performance in the assignment has been fully met and completed, and with a level of experience and quality that goes significantly beyond the minimum.

4.3.7 Lecturer faculty cumulative evaluations will be characterized  
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5.2.11.1. A lecturer who wishes to request peer review for denial of range elevation shall request peer review no later than 21 days after the receipt of the denial.

5.2.11.2. The Peer Review Panel shall follow the timeline outlined by the CBA (12.20). The Peer Review Panel shall notify the candidate and Provost of its findings and decision. The Peer Review Panel shall forward to the Provost all written materials it considered. The decision of the Peer Review Panel shall be final and binding.

### 5.3. Range Elevation Amount

5.3.1. Range elevation for lecturer faculty shall be accompanied by an advancement in salary of a minimum of 5% (or to the minimum of the next range) (Article 31.6).

5.3.2. Deans may recommend an increase greater than the minimum called for in the CBA and shall provide reasoning for such to the Provost. The decision to award a range elevation greater than the minimum is at the final discretion of the Provost.



leadership and special contributions to the basic instructional mission of



Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Lecturer. These are all honorific titles that may be used as subsets of the Visiting Faculty designation of the CBA. These honorific titles may be used when a Visiting Faculty has earned such a title at a prior institution.

Distinguished Visiting Lecturer or Distinguished Visiting Professor. These are honorific titles that may be used as subsets of the Visiting Faculty designation of the CBA. These designations are reserved for visitors with particularly distinguished careers, and must be approved by the Provost after a request from the appropriate college Dean which documents the qualifications and contributions that warrant this title.

Distinguished Visiting Scholar. This is an honorific title that may be used as a subset of the Visiting Scholar designation of the CBA. This designation is reserved for visiting scholars with particularly distinguished careers, and must be approved by the Provost after a request from the appropriate college Dean which documents the qualifications and contributions that warrant this title.

Senior Lecturer—This is an honorific title that may be used as a subset of the Lecturer designation of the CBA. SJSU bestows this honorific title to a lecturer faculty member with a three-year appointment and six consecutive years of experience in a single department at SJSU.