



27/AS/25/FAC CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty

BE IT RESOLVED: That the Academic Senate at California State University, Stanislaus recommend the attached policy—CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty be approved; and be it further

RESOLVED: That this policy be placed in the Faculty Handbook; and be it further

RESOLVED: That the Academic Senate recommend that this policy become effective upon approval by the President.

RATIONALE: The policy governing the evaluation of temporary faculty has not been updated since 2013, and revisions are now necessary to ensure that it remains current, clear, and consistent with existing campus practices. Updating this policy provides greater clarity in the procedures used for evaluating temporary faculty members and ensures that departments have guidance that reflects present-day expectations and operational realities. Departments may continue to conduct evaluations as frequently as they deem appropriate. The policy also reaffirms existing provisions related to multi-year appointments, including the automatic three-year appointment for part-time faculty after completing a continuous three-year appointment period, and the requirement that renewal for subsequent three-year appointments is contingent upon satisfactory performance as determined by the appropriate administrator.

1. Principles

1.1 The performance of temporary faculty (e.g., Lecturers) should be carefully evaluated in order to provide our students with the best instruction, best coaching, best counseling, and best library services possible.

1.2 This evaluation should provide these faculty with timely feedback concerning their efforts.

1.3 This evaluation should assist in the careful consideration of faculty needed for any future temporary or probationary positions for which they may be candidates.

1.4 This document provides general guidance and specifies the policy and

procedures which will be used to implement various articles of the Unit 3 Collective Bargaining Agreement (CBA) related to the evaluation of temporary faculty; some of the language below in this policy attempts to integrate procedures outlined in the CBA. In the event of conflict between this document and the CBA, the CBA shall prevail.

2. Confidentiality

All deliberations in the evaluation process are to be held in strictest confidence. As stipulated in the CBA, recommendations shall be confidential except that the affected faculty unit employee, peer review committee members, the Chair, the Dean or appropriate administrator, Provost, and President shall have access to written recommendations.

3. Notification

3.1 Within fourteen calendar days after the acceptance of an initial temporary appointment, the Department Chair (or appropriate administrator¹) shall provide the temporary faculty member a copy of the evaluation policies and procedures (i.e., this document) and department criteria in effect at that time by email or hardcopy as appropriate to the instructor's work assignment.

4. Review Criteria

4.1 In active consultation with temporary faculty, Departments or equivalent units shall develop specific, written criteria for instructional and non-instructional assignments (e.g., coaches, counselors, and librarians). Within departments and programs, similar assignments shall be evaluated according to the same criteria.

4.2 Temporary faculty must be evaluated in terms of their particular assignment and the criteria appropriate to that assignment. Departments or equivalent units which employ temporary faculty in instructional activities beyond classroom teaching e.g., the supervision of student-teachers, the direction of artistic activities, etc.) must also develop specific criteria appropriate to the work assignment.

4.3 Departmental criteria shall remain in effect for all subsequent reviews until amended or replaced by the Department. Any such changes must be updated on the Faculty Affairs website. All temporary faculty associated with the department or unit shall be provided a copy of the updated criteria.

4.4 Updated criteria shall take effect in the fall semester of the next academic year.

4.5 Temporary faculty shall be reviewed using the most recent version of the department (or equivalent unit) criteria that fit their assignment, that are typically posted on the Faculty Affairs website.

4.6 Such criteria must be incorporated into the departmental policy by reference², and must be distributed to candidates prior to the start of the evaluation cycle.

5. Multiple Assignments

Temporary faculty are to be evaluated separately within each department or equivalent unit in which they have an appointment.

6. Timeline

6.1 Timelines for the entire evaluation process shall be established annually by the University Retention, Promotion, and Tenure Committee (URPTC) after consultation with the President or the President's designee and widely promulgated throughout the campus.

6.2 All evaluations shall be conducted and concluded within the periods of time specified within these published timelines, so that the Working Personnel Action File (WPAF) shall be forwarded to the next level of review in a timely manner.

6.3 As stipulated by the CBA, careful consideration of the evaluation materials and PAF is required before subsequent appointments may be made.

6.4 Temporary faculty unit employees eligible for a three-year appointment pursuant to the CBA or for reappointment to a three-year contract, shall be evaluated in the academic year preceding the issuance of their new appointment.

7. Process

7.1 The CBA mandates a periodic evaluation of temporary faculty that results in written statements which are placed in the instructor's Personnel Action File (PAF). The specific elements of this periodic evaluation process are explained below.

7.2 The periodic evaluation shall be based on all work assignments completed since the time of hire or since the immediately previous review.

7.3 Full-time Temporary Faculty

7.3.a. Full-time temporary faculty appointed within a single department for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment, and the department or equivalent unit criteria appropriate to that assignment.

7.3.b. A department or equivalent unit peer committee of tenured faculty shall consider at a minimum:

- (i) written student evaluation forms administered and placed in the PAF in conformance with section 15.14 of the CBA;
- (ii) any input from faculty unit employees; and
- (iii) all materials previously assembled in the PAF.

7.3.c. The committee may also consider optional materials and information provided by the candidate, which must be submitted to the Department Chair, or appropriate administrator, no later than the deadline established by the URPTC; examples of inclusions are: course materials, the outcomes of class visitations, or other forms of peer review requested by the faculty member under review from specific peers of their choosing.

7.3.d. Departments may develop additional procedures and request additional materials for review so long as the procedures and requests are aligned with the CBA

7.3.e. For instructional faculty, the Department Chair may write a separate recommendation as part of the evaluation process; if such a separate recommendation is made, the Chair shall not participate as a member of the department peer committee.

7.3.f. During the review process, additional documents provided by the candidate or gathered by the department committee (and/or Department Chair) shall be considered an extension of the PAF. Faculty unit employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by the faculty unit employee and by academic administrators may include statements and opinions about the qualifications and work of the employee provided by other persons identified by name. The faculty unit employee shall be notified of the placement of any material in their PAF, and shall be provided with a copy of any material to be placed in the PAF at least five (5) days prior to such placement. No written recommendation shall be made at any level without a thorough prior review of the PAF.

- 7.3.g.** All documentation assembled as a product of the evaluation, including the written evaluation recommendations of the department committee and department Chair (if the Chair conducted a separate review) shall be forwarded to the appropriate college Dean or equivalent appropriate administrator.
- 7.3.h.** Following their review, the Dean shall forward their written recommendation (accompanied by the evaluations of the department committee and, possibly, the department Chair) to the Office of Faculty Affairs for inclusion in the PAF. Copies of these evaluation documents shall also be provided to the candidate, the department committee, and the department Chair. Supporting documentation gathered as part of the review process shall be returned to the candidate or the department Chair as appropriate.
- 7.3.i.** The evaluation process for full-time temporary faculty must be concluded no later than the deadline established by the URPTC.
- 7.3.j.** Careful consideration of the evaluation materials and PAF is required before subsequent appointments may be made.
- 7.3.k.** Temporary faculty unit employees eligible for a three-year appointment pursuant to Article 12.12 shall be evaluated in the academic year preceding the issuance of a three-year appointment. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit as defined in provision CBA 15.2, and evaluations by appropriate administrators. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire qualifying period for the three-year appointment. A three-year appointment shall be issued 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. The determination of the appropriate administrator shall be based on the contents of the PAF and any materials generated for use in any given evaluation cycle pursuant to CBA 15.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the PAF.
- 7.3.l.** Temporary faculty unit employees holding a three-year appointment pursuant to Article 12.13 shall be evaluated in the third year of the

appointment. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit as defined in provision 15.2, and evaluations by appropriate administrators. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire three-year appointment. A subsequent three-year appointment shall be issued 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. The determination of the appropriate administrator shall be based on the contents of the PAF and any materials generated for use in any given evaluation cycle pursuant to CBA 15.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed his/her duties in a satisfactory manner, then the reasons for their determination shall be reduced to writing and placed in the PAF.

7.4 Part-time Temporary Faculty

- 7.4.a.** Part-time temporary faculty appointed for one semester or less shall be evaluated at the discretion of the Department Chair or, in equivalent units where there is no Department Chair, the appropriate administrator. In addition, the department or equivalent unit or the employee may request that an evaluation be performed
- 7.4.b.** Part-time temporary faculty appointed for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the department or equivalent unit criteria appropriate to that assignment.
- 7.4.c.** Departments may develop additional procedures and request additional materials for review so long as these requests are evenly applied to all under review.
- 7.4.d.** Each department may decide whether evaluation of part-time temporary faculty will be completed by the Chair alone, or by the Chair in conjunction with a departmental peer committee of full-time tenured faculty
- 7.4.e.** The department Chair or the Chair and a peer review committee shall at a minimum review written student evaluation forms for part-time temporary faculty with instructional duties.
- 7.4.f.** The candidate may also submit optional additional materials at their discretion.

- 7.4.f.** An opportunity for faculty unit employee input, including input solicited by the candidate, shall also be provided to departmental colleagues.
- 7.4.g.** All documentation assembled as a product of the evaluation, including the written evaluation recommendations of the department committee and department Chair (if the Chair conducted a separate review) shall be forwarded to the appropriate college Dean or equivalent appropriate administrator.
- 7.4.h.** Following their review, the Dean shall forward their written recommendation (accompanied by the evaluations of the department committee and, possibly, the department Chair) to the Office of Faculty Affairs for inclusion in the PAF. Copies of these evaluation documents shall also be provided to the candidate, the department committee, and the department Chair. Supporting documentation gathered as part of the review process shall be returned to the candidate or the department Chair as appropriate.
- 7.4.i.** The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.
- 7.4.j.** For faculty eligible for a three-year appointment, this periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire qualifying period. A three-year appointment shall be issued 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 their position. The determination of the appropriate administrator shall be based on the contents of the PAF and any materials generated for use in any given evaluation cycle pursuant to 16.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed their duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the PAF.
- 7.4.k.** Temporary faculty unit employees holding a three-year appointment pursuant to Article 12.13 shall be evaluated in the third year of the appointment. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit as defined in provision 16.2, and evaluations by appropriate administrators. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire three-year

appointment. A subsequent three-year appointment shall be issued 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. The determination of the appropriate administrator shall be based on the contents of the PAF and any materials generated for use in any given evaluation cycle pursuant to 16.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed his/her duties in a satisfactory manner, then the reasons for their determination shall be reduced to writing and placed in the PAF.

7.5 Temporary Coaching Faculty

7.5.a. Temporary coaching faculty shall receive a detailed Position Description outlining their duties and responsibilities at the time of their initial appointment. Appointment letters shall include both the detailed Position Description and specific criteria for evaluation.

7.5.b. The evaluation for temporary coaching faculty members shall be conducted by an appropriate administrator, who will facilitate collection of materials for the WPAF.

7.5.c. The evaluation for temporary coaching faculty members shall include peer and student input. It shall be the responsibility of the appropriate administrator to solicit faculty unit employee, and student input; however, the candidate may also solicit feedback from faculty unit employees.

7.6 Temporary Librarian Faculty

7.6.a. Temporary librarian faculty shall receive a detailed Position Description outlining their duties and responsibilities at the time of their initial appointment. Appointment letters shall include both the detailed Position Description and specific criteria for evaluation.

7.6.b. The evaluation for temporary librarian faculty members shall be conducted by an appropriate administrator, who will facilitate collection of materials for the WPAF.

7.6.c. The evaluation for temporary librarian faculty members shall include peer input. It shall be the responsibility of the appropriate administrator to solicit faculty unit employee input; however, the candidate may also solicit feedback from faculty unit employees.

7.6.d. Written student input may also be included in the WPAF.

7.7 Temporary Counselor Faculty

7.7.a. Temporary counselor faculty shall receive a detailed Position Description outlining their duties and responsibilities at the time of their initial appointment. Appointment letters shall include both the detailed Position Description and specific criteria for evaluation.

7.7.b. The evaluation for temporary counseling faculty shall be conducted by an appropriate administrator, who will facilitate collection of materials for the WPAF.

7.7.c. The evaluation for temporary counseling faculty shall include peer input. It shall be the responsibility of the appropriate administrator to solicit faculty unit employee input; however, the candidate may also solicit feedback from faculty unit employees.

7.7.d. Written student input may also be included in the WPAF.

7.8 Volunteer Part-time Temporary Faculty

Volunteer faculty will be evaluated following the process, procedures, and timeline established for part-time temporary faculty, at the discretion of the department Chair or, in equivalent units where there is no department Chair, the appropriate administrator, and/or if the Volunteer requests such an evaluation.

8. Rebuttal

At all levels of review, and before recommendations are forwarded to the next level of review, the candidate shall be given a copy of the written recommendation based on established, written criteria and materials submitted. The candidate may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within seven (7) working days following receipt of the recommendation. Copies of any written responses or rebuttal statements shall be distributed to all previous levels of review and shall be included in the PAF.

¹ For the purposes of this document, “appropriate administrator” is defined as follows: for instructional faculty, it is the Dean of the academic college; for counseling faculty, it is the Dean of Students; for librarian faculty, it is the Dean of Library Services; for coaching faculty it is the Athletic Director.

² That is, department or equivalent unit criteria should include the statement:
*These criteria fulfill the requirement in section 2.1 of the CSU Stanislaus
Evaluation Policy & Procedures for Temporary Faculty*

Approved by the Academic Senate on March 24, 2026
Approved by President Britt-Rios Ellis on May 6, 2026

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