August 17, 2020

TO: Unit 3 Faculty Members

CC: Carolyn Thomas, Ph.D., Provost and Vice President for Academic Affairs
    Tonantzín Oseguera, Ed.D., Vice President for Student Affairs
    Karyn Scissum Gunn, Ph.D., Associate Vice President for Academic Operations
    Kristin Stang, Ph.D., Assistant Vice President for Faculty Support Services
    College Deans
    College and Department Coordinators

FROM: Ed Collom, Ph.D., Director of Faculty Affairs and Records

RE: 2020-2021 Evaluations of Probationary, Tenured, and Temporary Faculty

Dear Faculty,

Welcome to the 2020-2021 Academic Year! Faculty Affairs and Records looks forward to working with you and serving as a resource during your Cal State Fullerton career. Please read this message carefully (also posted as a memo on the FAR site). The Unit 3 Collective Bargaining Agreement and our University Policy Statements require various notifications and distribution of resources. **All probationary, tenured, and temporary faculty evaluations will now occur through Interfolio.**

**Policies and Publications**

- Faculty Affairs and Records is maintaining a [COVID-19 site](#) to document recent changes to our normative evaluation processes. [Spring 2020 lecturer evaluation cases with hardcopy (paper) WPAFs that were only reviewed by the Department Peer Review Committee will be continued into Fall 2020](#) when the Chairs and Deans (if applicable) will complete their evaluations. Probationary faculty may request an extension of their probationary period by the first day of the Academic Year of 2020-2021, 2021-2022, or 2022-2023. All faculty members are provided with the option to exclude the Student Opinion Questionnaires (SOQs) and/or Grade Distribution Data (GDD) from any courses taught in Spring 2020 from their Working Personnel Action Files of future evaluations.
- Article 15 of the current Collective Bargaining Agreement describes evaluation requirements and types.

- Evaluation criteria for tenure-track faculty at CSUF come in the form of Departmental Personnel Standards. The current, approved standards are available from FAR.

- The University Policy Statement on Tenure and Promotion Personnel Procedures (210.000; 3/5/2019 version) explains retention, tenure, and promotion procedures and is available from the Academic Senate.

- The University Policy Statement on Tenure and Promotion Personnel Standards (210.002; 3/5/2019 version) establishes retention, tenure, and promotion standards and is available from the Academic Senate.

- The University Policy Statement on the Periodic Evaluation of Tenured Faculty (210.020; 7/1/2019 version) explains post-tenure review policies and procedures and is available from the Academic Senate.

- Evaluation criteria for temporary faculty at CSUF may come in the form of Department Standards for Lecturer Faculty. The current, approved standards are available from FAR.

- The University Policy Statement on the Evaluation of Lecturers (210.070; 12/13/2018 version) explains the evaluation criteria, policies, and procedures for temporary faculty and is available from the Academic Senate.

- The University Policy Statement on Classroom Observations (210.080; 7/1/2019 version) explains the purpose and scheduling of classroom observations and is available from the Academic Senate.

- The University Policy Statement on Policies, Procedures, and Guidelines for the Administration of Student Opinion Questionnaire (SOQ) Forms (220.000; 2/17/2020 version) is available from the Academic Senate. All Fall 2020 SOQs will be administered digitally with a student response window from Monday, November 30 through Friday, December 11.

- The 2020-2021 Faculty Handbook is designed to provide faculty members with information directly related to their responsibilities in teaching, research/scholarly and creative activities, and service, including but not limited to academic, enrollment, and student services; faculty appointments, evaluation, reappointment, and promotion; and faculty leaves and benefits.

**Evaluation Timetables/Due Dates**

The 2020-2021 Timetables for Evaluation of Probationary and Tenured Faculty were approved by the Provost on June 1. Please note that probationary faculty in their second year of service (regardless of any service credit) will undergo their first full performance review with their checklist form and Interfolio packet due to their Chair by 5pm on Tuesday, September 15. For
all other probationary and tenured faculty undergoing full performance review, the checklist form and Interfolio packet is due by 5pm on Thursday, October 1. Probationary faculty scheduled for an abbreviated review also have an October 1 deadline for their checklist form and Interfolio packet.

Probationary faculty who are applying for early tenure and/or early promotion must submit the Early Tenure/Promotion Request Form to FAR by September 4. Tenured faculty who are applying for promotion must submit the Promotion Declaration Form to FAR by September 4. Please note that this declaration form is required to be submitted by all tenured Associate Professors, Associate Librarians, and SSP-AR II Counselors at the beginning of their fifth year in rank. Those wishing to opt-out and not be considered for promotion will undergo post-tenure review.

The 2020-2021 Timetable for Periodic Evaluation of Tenured Faculty was approved by the Provost on June 1. The Interfolio packet for tenured faculty with a required post-tenure review is due by 5pm on Thursday, October 1.

The 2020-2021 Timetables for Evaluation of Lecturers were also approved by the Provost on June 1. While most of these evaluations will occur in the Spring semester, there is a Fall evaluation cycle for those Lecturers who only teach in Fall or for whom Fall 2020 is their second semester of teaching at CSUF. The file due date for the Fall cycle is October 1 and for the Spring cycle it is February 22, 2021. All Lecturers must submit the checklist form and their Interfolio packet to their Chair by the due date.

Workshops

FAR is offering a multitude of workshops to support candidates and reviewers with evaluation processes and Interfolio. Please visit the FAR Calendar for details.

Please do not hesitate to contact me or Faculty Affairs and Records (657-278-2778; far@fullerton.edu) if you have any questions about faculty evaluation processes. I wish you a fulfilling and productive semester.