



# CALIFORNIA STATE UNIVERSITY, FULLERTON

College of Humanities & Social Sciences

Office of the Dean

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**FACULTY AFFAIRS  
AND RECORDS**

Date: September 6, 2016

To: Faculty Affairs Committee  
c/o Faculty Affairs & Records Office

From: Sheryl Fontaine, Dean   
College of Humanities and Social Sciences

CC: Eriko Self, Chair  
Department of Psychology

Paul Levesque, H&SS Associate Dean for Faculty & Staff

Re: Departmental Policy on the Evaluation of Temporary Faculty for the Department of Psychology

I have reviewed the proposed Department Policy on the Evaluation of Temporary Faculty for the Department of Psychology.

The policy was approved by the DPC on August 22, 2016 and by the department on August 26, 2016.

I approve the policy and affirm that it conforms to the general standards of the College of Humanities and Social Sciences.

Per UPS 210.070, IX. A., this draft document is submitted to FAR to be sent to FAC for recommendation to the Provost, Dean, and Department.

THE CALIFORNIA STATE UNIVERSITY

## **Department of Psychology Policy on the Evaluation of Temporary Faculty**

### **I. Preamble**

The Department of Psychology shall evaluate its temporary faculty according to UPS 210.070, Evaluation of Temporary Faculty. Pursuant to Section IX.A. of UPS 210.070, the Department of Psychology further elaborates its policy on the evaluation of temporary faculty as laid out in sections II – VII. These standards below define both qualitative and quantitative criteria by which faculty under review shall be judged. This Department policy shall be provided to each temporary faculty member within fourteen days of his or her initial appointment and again when changes to policy occur.

### **II. Qualifications of Temporary Faculty**

In order to be considered for a teaching assignment in the Department of Psychology, temporary faculty must hold a doctoral degree (Ph.D., Psy.D., or M.D.) or a master's degree (M.A. or M.S.) in a field related to his or her teaching responsibilities. If the faculty member received his/her degree more than 5 years ago, he/she needs to demonstrate currency in the field, particularly related to his/her teaching responsibilities.

The minimum level of education required to teach at the 100-300 level is a master's degree in a relevant field. In order to teach a course at the 400-level and graduate level, temporary faculty should have a terminal degree in their field (Ph.D., Psy.D. and M.D. are considered terminal degrees for courses taught in psychology), though temporary faculty holding a master's degree could be considered at the discretion of the department chair based on specialized expertise or exigent curricular circumstances.

### **III. Classroom Visitations**

Classroom visitations should be conducted by a member of the tenured or tenure-track faculty as assigned by the department chair or the designee. These are required during the first, the third, and the sixth year of employment and at least once every six years thereafter. Reports of required visitation shall be included in the Working Personnel Action File (WPAF). Additional visitations may be requested by the chair or the Department Personnel Committee (DPC). Temporary faculty may request additional visitations outside of the required timeframe, which may be included in the WPAF at the discretion of the temporary faculty.

Per UPS 210.070, temporary faculty shall be notified a minimum of five days in advance that a classroom visitation will take place. The copy of the report from the peer evaluation shall be provided to the faculty member within ten working days of the observation.

Classroom visitations shall use the following five criteria: 1) Is the course content appropriate for the course observed; 2) Did the instructor clearly present the material during the class; 3) Did the instructor demonstrate a mastery of the content needed for the course; 4) Did the instructor use class time and classroom technology effectively; and 5) Were the students engaged during the class. Visitations also include a brief narrative from the visitor describing any significant strengths and/or deficiencies observed as part of the peer evaluation.

#### IV. Working Personnel Action File (WPAF) Contents

UPS 210.070 requires that temporary faculty review files include the following:

1. CV
2. Teaching summary including a list of all the courses taught and the relevant information during the review period (use the form prepared by the department)
3. Narrative summary
4. Other supporting materials that are directly related to teaching performance
5. Evidence of currency in the field
6. SOQ's (both statistical reports and comments) for all the courses taught
7. SOQ summary reports for all the terms evaluated (for both the faculty member and department)
8. Grade distributions for all the courses taught

As evidence of other supporting materials that are directly related to teaching performance, WPAF's for psychology should include:

- A syllabus and examinations from the most recent term for every course taught during the review period, a representative sample of assignments, and a generous sample of supporting class materials such as handouts, lists of films used, and lists of guest speakers.
- Classroom visitation reports

Incomplete files or files with missing data shall be evaluated based on the information provided. Missing information may be a detriment to the overall evaluation score.

#### V. Evaluation Criteria

The Department of Psychology recognizes that effective teaching is central to the learning process. It expects its temporary faculty to teach courses that are academically challenging and reflective of relevant scholarship. Course content and the instructional material used must be directly relevant to the course descriptions and learning goals set by the department. Course syllabi should meet the standards set forth by UPS 300.004 Policy on Course Outlines.

Evaluations of courses shall be based on examination of course syllabi, exams and assignments, course materials, grade distributions, and student opinion questionnaire (SOQ) data. In examining these materials, the DPC and the department chair will look for evidence that the course content is current, academically rigorous, and organized, and that assignments and examinations are reasonable. In order to receive "Exceeds expectations" evaluation, the mean SOQ rating of all five questions needs to be consistently above 3.35 (about the department mean) while maintaining rigorous academic standards demonstrated by class GPAs that are in line with the department means. In order to receive "Satisfactory" rating, the mean SOQ rating of all five questions needs to be 3.00 or above (top 80 % of the department ratings) while maintaining rigorous academic standards demonstrated by class GPAs that are in line with the department means.

Section VII.A. of UPS 210.070 state six criteria for the evaluation of a temporary faculty member's performance:

1. Compliance with University, College, and Departmental policies governing

- instructional duties as outlined in faculty handbooks and University Policy Statements.
2. Establishment of a course environment conducive to learning.
  3. Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes.
  4. Effective use of a variety of instructional methods.
  5. Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study.
  6. Pedagogical currency and disciplinary currency as related to teaching.

Temporary faculty shall be evaluated by the DPC and the chair on these six criteria based on the contents of the WPAF. The DPC and the chair will also provide temporary faculty with a narrative review highlighting the strengths and recommendations in their teaching performance.

#### VI. Evaluation Process and Outcomes

Temporary faculty members are evaluated by the DPC and the chair, and as required by the appropriate administrator. Evaluations are conducted according to timelines set forth by Faculty Affairs and Records and the College of Humanities and Social Sciences.

Evaluations of temporary faculty will result in an overall rating of:

Exceeds expectations: Describes performance to assigned duties that is better than satisfactory

Satisfactory: Describes performance that meets expectations

Needs Improvement: Describes performance that does not meet expectations

Unsatisfactory: Describes performance that is seriously deficient

Reappointment decisions related to these evaluation scores will follow the guidelines set forth by UPS 210.070 and the Collective Bargaining Agreement.

#### VII. Frequency of Evaluations

According to UPS 210.070, Section IV.A,

Temporary faculty members may be appointed to one-semester, one-year, or multi-year appointments. For those faculty members in appointments of one semester only, evaluation of the first semester is at the discretion of the College Dean in consultation with the Department Chair. After two one-semester appointments (whether consecutive or not), a faculty member must undergo evaluation. All temporary faculty members in one-year appointments shall undergo evaluation annually. Faculty members in three-year appointments shall undergo evaluation during the third year of the appointment.

*Approved at the psychology faculty meeting on 08/26/2016*