August 17, 2021

TO: Unit 3 Faculty Members

CC: Carolyn Thomas, Ph.D., Provost and Vice President for Academic Affairs
    Tonantzin Oseguera, Ed.D., Vice President for Student Affairs
    Kristin Stang, Ph.D., Associate Vice President for Faculty Affairs and Support
    College Deans
    College and Department Coordinators

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

RE: 2021-2022 Evaluations of Probationary, Tenured, and Temporary Faculty

Dear Faculty,

Welcome to the 2021-2022 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.

Policies and Publications

▪ Faculty Affairs and Records is maintaining a COVID-19 site to document changes to our normative evaluation processes:
  - Probationary faculty may request an extension of their probationary period by the first day of the Academic Year of 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; 6/3/2021 version) establishes retention, tenure, and promotion standards and is available from the Academic Senate.
  - FAR has compiled an overview of the specific DPS requirements for the evaluation of tenure-track instructional faculty per the new version of UPS 210.002.
  - All DPS documents must conform with UPS 210.002 and most will require revisions. Departments are encouraged to submit their revised DPS documents to their College Personnel Standards Review Committee as soon as possible, but no later than September 20, 2023. Please contact Ed Collom for resources and guidance.

- 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; 6/3/2021 version) explains the evaluation criteria, policies, and procedures for temporary faculty and is available from the Academic Senate.
  - Departments are urged to consult the new version of UPS 210.070 as it contains new requirements concerning the use of quantitative evidence (SOQs and Grade Distribution Data) in the evaluation of teaching of Lecturers.

- 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 2021 SOQs will be administered digitally with a student response window from Monday, November 29 through Friday, December 10.

- The 2021-2022 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

All probationary, tenured, and temporary faculty evaluations occur through Interfolio.

The 2021-2022 Timetables for Evaluation of Probationary and Tenured Faculty were approved by Provost Thomas on May 3. 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 Wednesday, September 15. For all other probationary and tenured faculty undergoing full performance review, the checklist form and Interfolio packet is due by 5pm on Friday, 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 3.

Tenured faculty who are applying for promotion must submit the Promotion Declaration Form to FAR by September 3. 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 2021-2022 Timetable for Periodic Evaluation of Tenured Faculty was approved by Provost Thomas on May 3. The Interfolio packet for tenured faculty with a required post-tenure review is due by 5pm on Friday, October 1.

The 2021-2022 Timetables for Evaluation of Lecturers were also approved by Provost Thomas on May 3. 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 2021 is their second semester of teaching at CSUF. The Interfolio packet due date for the Fall cycle is October 1 and for the Spring cycle it is February 22, 2022.

Workshops
FAR is offering a multitude of workshops to support candidates and evaluators 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!