



CALIFORNIA STATE UNIVERSITY, FULLERTON

President's Office

800 N. State College Blvd., Fullerton, CA 92831 / T 657-278-3456 / F 657-278-2649

September 2, 2009

TO: Full-Time Lecturers, Temporary Librarians, Temporary Counselors
College Deans, University Librarian, Student Affairs Directors
Department Chairs
Department Personnel Committees

FROM: Milton A. Gordon
President *MA*

SUBJECT: 2009-2010 Timetable for Review of Full-Time Temporary Faculty

The Unit 3 Collective Bargaining Agreement (CBA), Sections 15.23 – 15.27, requires periodic evaluation of all full-time temporary faculty who have been appointed for two or more semesters, regardless of any breaks in service and regardless of whether the need for the services of temporary faculty is initially defined to be longer than one year.

UPS 210.050 (available on the Academic Senate website: www.fullerton.edu/senate) requires that faculty subject to this evaluation process shall prepare and submit a Portfolio. The required contents will depend on whether the Portfolio will be submitted for a normal, full review or an abbreviated review.

- **Full Review:** the Full Portfolio shall include whichever of the following three areas: teaching, scholarly/creative activity, and professional, university and community service, that is/are appropriate to the lecturer's work assignment and that cover the period under review. Items to be included in the three areas are described in UPS 210.050. **The period of review shall be the immediate past three years of appointment for a temporary faculty member or the period since initial appointment, whichever is less, including summer instruction, if any.**
- **Abbreviated Review:** the Portfolio shall include contain a current vita, summarized reports of SOQs, and the grade distribution forms for the period since the last review.

Additional information and the materials for preparing the Portfolio for Full-Time Temporary Faculty can be found at the Faculty Affairs and Records website under "Retention, Tenure and Promotion."

The Portfolio must be evaluated by the Department Personnel Committee, the Department Chair, and the College Dean/University Librarian according to the schedule below. A recommendation signature sheet for each full-time temporary faculty subject to evaluation will be provided to department chairs prior to March 15, 2010. Evaluation is to be according to the same procedures and criteria used for the evaluation of probationary faculty. A copy of each evaluation must be given to the faculty member.

Please note that the Department Personnel Committee members will submit only one evaluation report that incorporates a discussion of all points of view held by the committee members, approved by a majority of the committee, and signed by all members.

DATE	INSTRUCTIONS FOR 2009-2010 FULL-TIME TEMPORARY FACULTY REVIEW
March 15	Portfolio submitted to Department Chair.
April 1	Department Personnel Committee (DPC) evaluation to be given to the faculty member being reviewed.
April 15	Department Chair's evaluation to be given to the faculty member being reviewed.
April 30	Dean's (or Librarian) evaluation to be given to the faculty member being reviewed.
May 14	Dean (or Librarian) notifies the faculty member who has a multi-year appointment of the outcome in writing. Possible outcomes are that the faculty member will be retained or not reappointed.
June 1	Dean (or Librarian) forwards recommendation form, evaluations, & SOQs to Faculty Affairs.

At the conclusion of the process, but no later than June 1, the Dean or Librarian shall forward the recommendation form to Faculty Affairs and Records, along with evaluations from each level of review, and SOQ summaries and distributions for the period of review, if required, for placement in the Personnel Action File of the faculty being reviewed.

C: Vice President for Academic Affairs Associate Vice President for Academic Affairs
Vice President for Student Affairs

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