



Office of the President  
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 February 12, 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 *MAG*

SUBJECT: 2008-2009 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/ups.htm](http://www.fullerton.edu/senate/ups.htm)) requires that faculty subject to this evaluation process shall prepare and submit a Portfolio. The 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. Additional information and the materials for preparing a Full-Time Temporary Faculty Portfolio can be found at <http://www.fullerton.edu/far/rtp/rtp.htm> under "Temporary (Lecturer) Portfolio Materials/Information."

***\*\*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.***  
***\*\*Contract changes to the Collective Bargaining Agreement do not affect the Lecturer review process. The review should be conducted as it has in prior years.***

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, 2009. 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 2008-2009 FULL-TIME TEMPORARY FACULTY REVIEW
March 16	Portfolio due to be 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.
May 1	Dean's (or Librarian) evaluation to be given to the faculty member being reviewed.
May 8	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, & SRIs/SOQs to Faculty Affairs.

At the conclusion of the process, but no later than June 1, the Dean or Librarian shall forward the signature/recommendation form, evaluations from each level of review, and computer print-out of student rating of instruction (SRIs/SOQs) for the period of review, to Faculty Affairs and Records for placement in the Personnel Action File of the faculty being reviewed.

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

Associate Vice President for Academic Affairs  
 Faculty Affairs and Records

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