



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**<sup>TM</sup>

# Lecturer Evaluator Workshop

By Mary Pons, M.A.



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FACULTY AFFAIRS AND RECORDS

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# Agenda

- Changes due to COVID-19
- Principles of Being an Evaluator in the Lecturer Evaluation Process
- Universal tasks of a Lecturer Review Committee
- UPS 210.070 and Department Standards for Lecturer Faculty (DSLFF)
- Types of Evaluations seen by evaluators
  - Periods of review
  - Workflows for different types of WPAFs
- Department Chair Confirms
  - Responsibilities
  - Resources
- Departmental Review Stage
  - DPRC
    - Responsibilities
    - Resources
  - Department Chair
    - Responsibilities
    - Resources
- Dean Review stage
  - Responsibilities
  - Resources
- Interfolio for Reviewers

# Changes to Reviewer Responsibilities

- Beginning in the 2020-2021 Academic Year FAR will no longer be creating binders for the Lecturer Evaluation process
  - All Lecturers, both Part-time and Full-time, will be submitting their WPAFs through Interfolio
    - WPAFs will not be submitted hardcopy
- All Evaluation Statements will be uploaded to the Interfolio platform as a “required document”
  - This requirement has to be fulfilled otherwise the case cannot be forwarded to the next review level within Interfolio
  - FAR has provided new a template:
    - [Lecturer Evaluation Form](#)
- The Rebuttal period after each review stage will be conducted through the Interfolio platform
  - New FAR template for Faculty under review – [Lecturer Rebuttal Response form](#)

# Principles

- Constructive Process
- Confidentiality is paramount
  - Security of the Working Personnel Action File (WPAF)
    - This material and the performance evaluations compiled by each review level must be kept confidential
- Ineligibility
  - Both Chairs and DPRC members can be ineligible to evaluate lecturer
  - All members of these review committees must:
    - Be Tenured, in order to evaluate
    - Cannot be on leave at any time during the semester the review is occurring
    - Cannot have any other conflict of interest (i.e. nepotism)

# Universal Tasks of a Lecturer Review Committee

- As a member of the Department Peer Review Committee (DPRC), as a Department Chair, or Dean you are responsible for determining how well a faculty member's WPAF:
  - Meets the criteria for one of the following performance ratings in either UPS 210.070 or in approved Department Standards for Lecturer Faculty
    - Exceeds expectations
    - Satisfactory
    - Needs Improvement
    - Unsatisfactory
- Create a Performance Evaluation statement, which will need to be uploaded to Interfolio as a required document.
  - Each WPAF will require you to make a judgment call, and that judgment call will need to be rationalized:
    - to the faculty member under review
    - the next Review Level
    - And in the cases of Range Elevations, ultimately to the Provost
- Upload the completed performance evaluation statement, run the required rebuttal period, and forward all assigned Interfolio cases by the deadline posted on the Provost's approved timetable
  - This job requires you to remain on schedule
    - FAR provides an evaluation timeline every year, a copy can be downloaded from [our website](#)
    - When Review Committees don't adhere to that timeline, the amount of time the next review level has to evaluate the WPAF is reduced

# Governing Policies for Evaluation Process

- [UPS 210.070](#) & approved [Department Standards for Lecturer Faculty](#) (for those departments that have them) provide the infrastructure for the Lecturer evaluation process.
  - UPS 210.070 outlines the categories of documents that a Lecturer faculty member should include in their WPAF
    - This document also lists the periods of review, alternative criteria for non-teaching faculty, etc.
  - Approved Department Standards for Lecturer Faculty provide department-specific criteria and rubrics for how to assess a Lecturer WPAF

# Types of Lecturer Evaluations

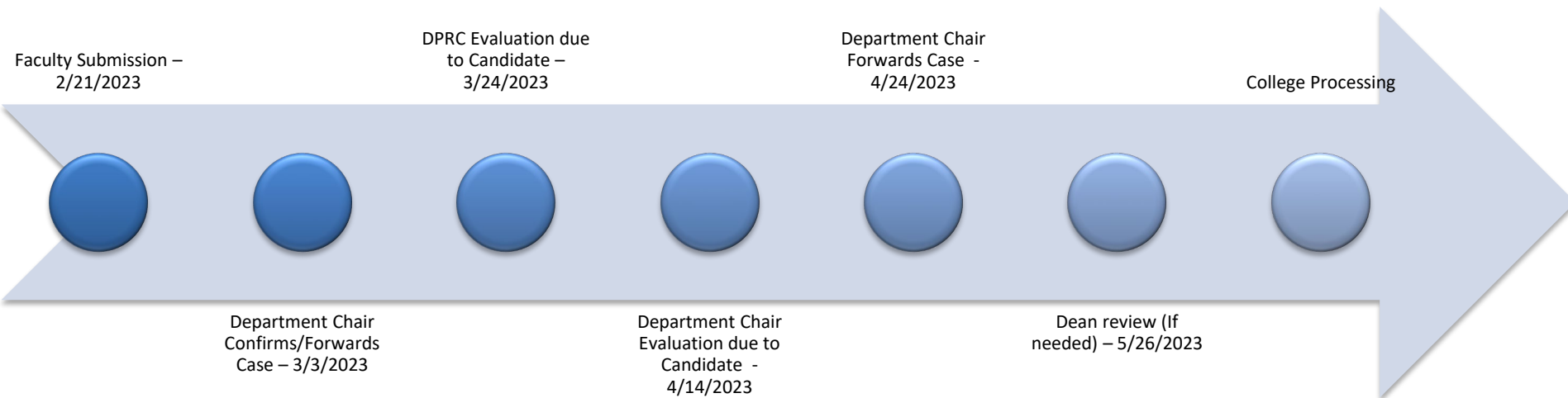
- There are four types of evaluations that Lecturers can undergo and they all have different periods of review, as well as different volumes of required documentation
  - Annual Periodic
    - This applies to Lecturer faculty who are hired under an annual contract for either the Academic Year (AY) or the full calendar year (12 mo)
    - The award of another annual contract is usually partially dependent on a satisfactory evaluation
  - 3-Year (Year 3 of 3) Periodic
    - Applies to faculty who have been awarded a three-year contract over three Academic Years (AY) or three full calendar years (12 mo)
    - The evaluation occurs in the final semester before the contract is scheduled to expire.
  - 6-Year Comprehensive
    - Occurs during a faculty member's 6<sup>th</sup> consecutive year of employment/service at CSUF
    - This evaluation determines whether a faculty member is awarded a 3-year contract.
  - Range Elevation
    - This is a voluntary evaluation that eligible lecturers can undergo to be considered for the next salary range.
    - The final decision for this type of evaluation is made by the Provost

# Annual Periodic Reviews

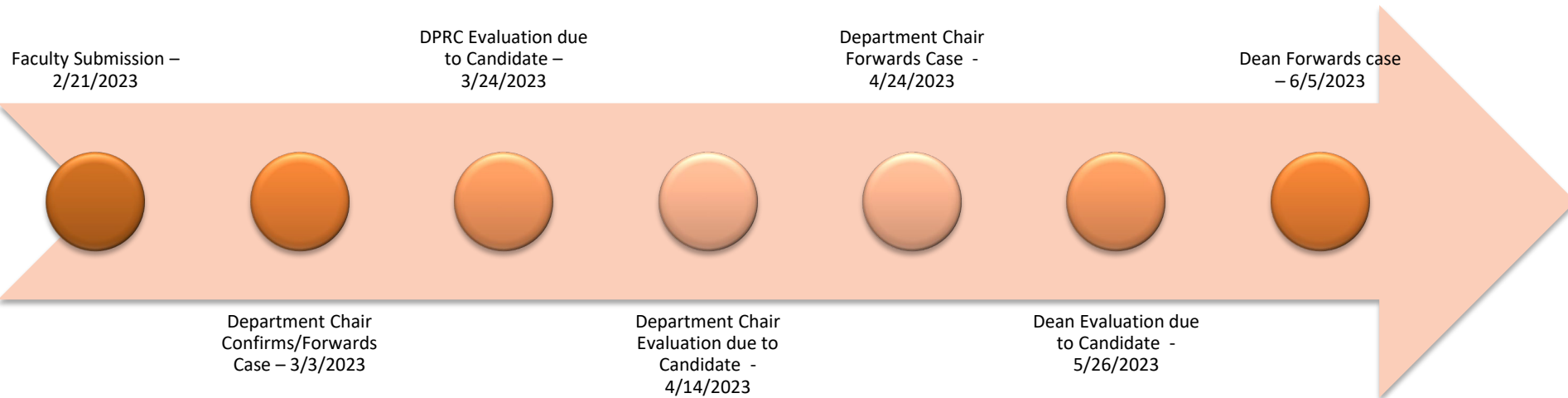
| Type of Review                     | Period of Review   | Required Volume of Documentation                             |
|------------------------------------|--|--|
| First Annual Periodic Review       | Second semester teaching at CSUF   | <b>1 semester</b> worth of data and activity documentation   |
| Subsequent Annual Periodic Reviews | From the day after the previous review was submitted through the current submission deadline | <b>2 semesters</b> worth of data and activity documentation  |
| Year 3 of 3 Periodic Review        | From the beginning of the three-year contract through the current submission deadline        | <b>5 semesters</b> worth of data and activity documentation  |
| 6-year Comprehensive Review        | From the initial appointment through the current submission deadline                         | <b>11 semesters</b> worth of data and activity documentation |
| Range Elevation                    | From the current submission deadline backwards 5 years                                       | 10 semesters worth of data and activity documentation        |



# Part-time Lecturer Annual WPAF work flow



# All Other WPAFs work flow



# Lecturer Evaluation Review Levels

## Department Chair Confirms

- Chair Checks submitted WPAF for completeness (optional)
- Forwards case to DPRC Review level

## Departmental Review

- The Department Chair and the DPRC have SIMULTANEOUS access to the WPAF materials
- The Department Chair runs his or her rebuttal period AFTER the DPRC's

## DPRC Review

- Evaluates WPAF material against criteria in UPS 210.070 or DSLF
- Completes performance evaluation statement
- DPRC Chair
  - Uploads completed statement to Interfolio
  - Runs rebuttal period

## Department Chair Review

- Evaluates WPAF material against criteria in UPS 210.070 or DSLF
- Completes performance evaluation statement
- Uploads completed statement to Interfolio
- Run rebuttal period
- Forward case to next review level

## Dean's Review Level

- Evaluates WPAF material against criteria in UPS 210.070 or DSLF
- Completes performance evaluation statement
- Uploads completed statement to Interfolio
- Run rebuttal period
- Forward case to next review level

## College Processing

- Applies only to PT lecturer cases
- The Dean's offices will have a chance to download what they need for each case for their records
- Forward the case to FAR

## FAR Processing

- FAR audits the case to make sure that everything is included
- Download what we need for the record retention
- Close the Interfolio case

# Department Chair Confirms Responsibilities

- Check that **ALL** Lecturer Faculty members have submitted all of their review packet sections in Interfolio.
  - Spring WPAF submission deadline: **2/21/2023**
  - **“Lock”** any sections that have not been submitted
- *\*Optional, not required:* “Unlock” any sections with missing material.
  - Contact Faculty Member about missing material
  - Instruct them to re-submit by March 3<sup>rd</sup>
- The checklist that has been used in the past has now been incorporated into the Interfolio packet, as a form at the bottom.
- Forward cases to DPRC
  - Deadline to do this: **3/3/2023**

# Department Chair Confirms: Resources

- FAR Website: <http://www.fullerton.edu/far/>
- [Part-time Lecturer Page](#)
- [Full-time Lecturer Page](#)
- [Range Elevation Page](#)
- [FAR Lecturer Evaluator Page](#)
- [Lecturer Evaluation Guide – Department Chair Confirms Chapter](#)
- [Lecturer Evaluation Timetables](#)
- [FAR Calendar/Events Page](#)

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# DPRC Responsibilities

- Evaluate submitted material against appropriate UPS 210.070 or DSLF criteria.
- Compose a performance evaluation statement, including a performance rating, for each faculty member.
- ***Specific DPRC Chair responsibilities:***
  - Upload the completed performance evaluation to the “required items” box on the “Case details” page of each assigned Interfolio case
  - Share the completed evaluation with the faculty member under review through Interfolio
    - Deadline to do this: **3/24/2023**
    - This initiates the 10-calendar day rebuttal period

# New Rebuttal Period Process

- After the performance evaluation is complete and uploaded to each assigned Interfolio case the rebuttal period needs to be initiated.
- To initiate the rebuttal period the completed performance evaluation needs to be shared with the faculty member under review through Interfolio.
- The rebuttal period lasts for **10 calendar days**.
  - Exception: if the 10<sup>th</sup> calendar day lands on a weekend or on a holiday, extend it to the next day the campus is open
  - This is a **HARD Deadline**
- After the rebuttal period has expired or the faculty member responds, let the Department Chair know, so he or she can start his or her evaluation
- All communication and notification for this process should be coming through the email **<noreply@interfolio.com>**
- Process will be performed in a live demonstration at the end of the PowerPoint.



# DPRC Review Level Resources

- FAR Website: <http://www.fullerton.edu/far/>
  - [Part-time Lecturer Page](#)
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  - [FAR Lecturer Evaluators Page](#)
  - [FAR Calendar/Events Page](#)
- FAR Form Templates
  - [Lecturer Evaluation Form](#)
  - [Lecturer Rebuttal Response Form](#) (For reference only)
- Interfolio tutorials
  - [Review Step Introduction](#)
  - [Log-in](#)
  - [Finding Assigned Cases](#)
  - [Evaluating Submitted Material](#)
  - [Uploading Required Evaluation to Each Case](#)
  - [Conducting the Rebuttal Period](#)
- [Lecturer Evaluation Timetables](#)

# Lecturer Evaluation Review Levels

## Department Chair Confirms

- Chair Checks submitted WPAF for completeness (optional)
- Forwards case to DPRC Review level

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- Download what we need for the record retention
- Close the Interfolio case

# Department Chair Responsibilities

REMINDER: The Department Chair's review stage is simultaneous with the DPRC review stage, however the Department Chair rebuttal period occurs **AFTER** the DPRC's

- Evaluate submitted material against appropriate UPS 210.070 or DSLF criteria
- Compose a performance evaluation statement, including a performance rating, for each faculty member
- Upload the completed performance evaluation to the "required items" box on the "Case details" page of each assigned Interfolio case
- Share the completed evaluation with the faculty member under review through Interfolio
  - Deadline to do this: **4/14/2023**
  - This initiates the 10-calendar day rebuttal period
- Forward the case to the next review level
  - Deadline to do this: **4/24/2023**

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- After the performance evaluation is complete and uploaded to each assigned Interfolio case the rebuttal period needs to be initiated.
- To initiate the rebuttal period the completed performance evaluation needs to be shared with the faculty member under review through Interfolio.
- The rebuttal period lasts for **10-calendar days**.
  - Exception: if the 10<sup>th</sup> calendar day lands on a weekend, extend it to the Monday after
  - This is a **HARD Deadline**
- After the rebuttal period has expired or the faculty member responds, forward the Interfolio Case
- All communication and notification for this process should be coming through the email **<noreply@interfolio.com>**
- Process will be performed in a live demonstration at the end of the PowerPoint.

# Department Chair Review Level Resources

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# Dean's Responsibilities

**REMINDER:** The Dean will review all ***Full-time Lecturer cases***, all ***Range Elevation cases***, and the ***Year 3 of 3 & 6-Year Comprehensive*** cases for **Part-time Lecturers**

*\* The only time a Dean should review an annual periodic case for a Part-time Lecturer is if there is a negative recommendation or disagreement between the previous review levels. Otherwise, it is a choice.*

- Evaluate submitted material against appropriate UPS 210.070 or DSLF criteria
- Compose a performance evaluation statement, including a performance rating, for each faculty member
- Upload the completed performance evaluation to the “required items” box on the “Case details” page of each assigned Interfolio case
- Share the completed evaluation with the faculty member under review through Interfolio
  - Deadline to do this: **5/26/2023**
  - This initiates the 10-calendar day rebuttal period
- Share a copy of the completed evaluation with the DPRC and Department Chair, through Interfolio
- Forward the case to the next review level
  - Deadline to do this: **6/5/2023**

# New Rebuttal Period Process

- After the performance evaluation is complete and uploaded to each assigned Interfolio case the rebuttal period needs to be initiated.
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- The rebuttal period lasts for **10-calendar days**.
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# Dean's Review Level Resources

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# Interfolio For Reviewers

- Use the most up-to-date versions of Google Chrome, Firefox, or Safari
- Interfolio can be accessed 1 of 2 ways
  - #1 Through the CSUF Faculty portal:  
<https://my.fullerton.edu/Portal/Dashboard/> It is listed alphabetically on the left-hand menu under “more apps”
  - #2 Logging in directly from the Interfolio Website:  
<https://account.interfolio.com/login>
    - If you use this method, bookmark this website as a favorite

# FAR Office

Mark Carrier

- FAR Director
- Mcarrier
- x2778

Mary Pons

- Evaluation Analyst
- Mpons
- x3705

Nicole Calucag

- SOQ Analyst
- Ncalucag
- x8003

Kelly Marconi

- FAR Coordinator
- Kmarconi
- x8593