



CALIFORNIA STATE UNIVERSITY
FULLERTON[™]

Lecturer Evaluator Workshop

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FACULTY AFFAIRS AND RECORDS

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

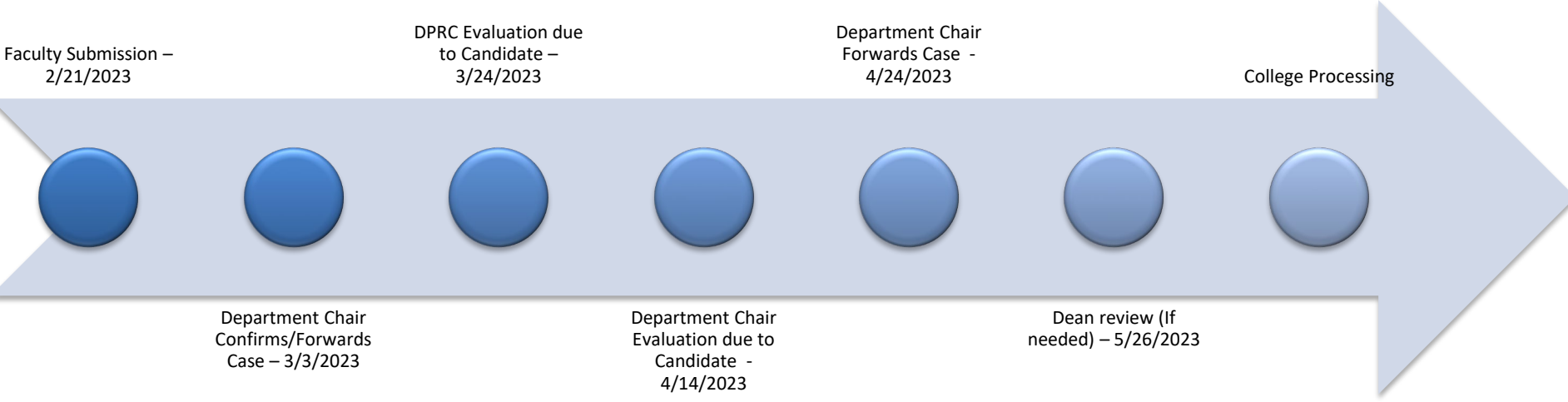
Types of Lecturer Evaluations

- 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 6th 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

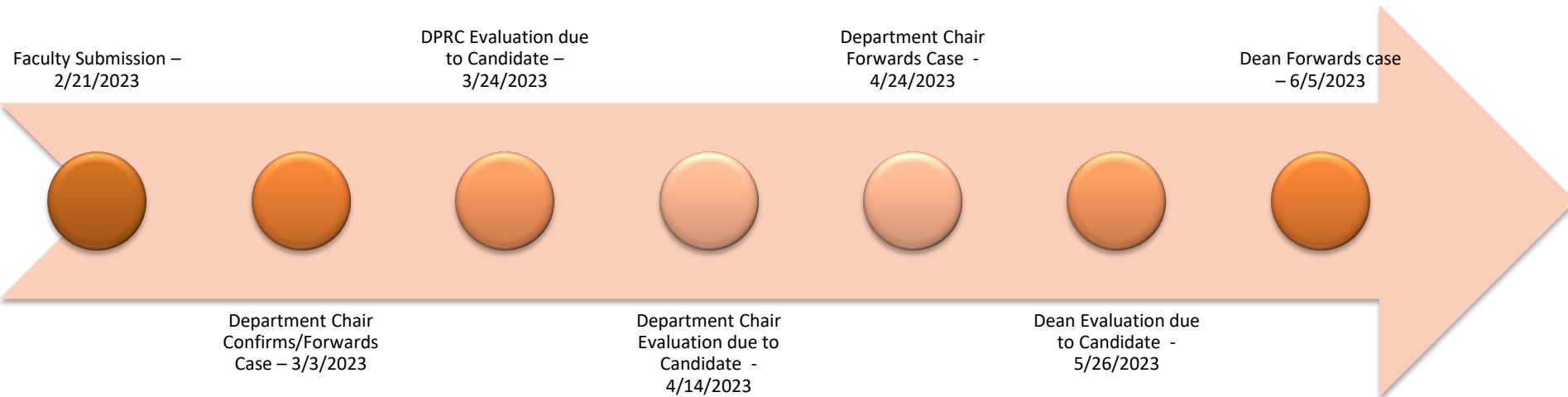
Type of Review	Period of Review	Required Volume of Documentation
Annual Periodic Reviews		
First Annual Periodic Review	second semester of teaching at CSUF	1 semester worth of data and activity documentation
Subsequent Annual Periodic Reviews	From the day after the previous review was submitted through the current submission deadline	2 semesters 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	5 semesters worth of data and activity documentation
6-year Comprehensive Review	From the initial appointment through the current submission deadline	11 semesters 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 3rd
- 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 10th 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/>
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 - [Range Elevation Page](#)
 - [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

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

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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 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 10th 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>**
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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.
- 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 10th calendar day lands on a weekend, extend it to the Monday after
 - This is a **HARD Deadline**
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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

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