

# COMMUNICATION DEPARTMENT CRITERIA

*for the*

## APPOINTMENT AND EVALUATION OF TEMPORARY FACULTY

California State Polytechnic University, Pomona

2024-2025

**Note: In the case of an inconsistency between this document and the Collective Bargaining Agreement (CBA) or the University Manual, the collective bargaining agreement takes first precedence, and the University Manual takes precedence over this document. Article 15 of the CBA contract and Section 305.15 of the University Manual cover the evaluation of temporary faculty.**

### **INITIAL APPOINTMENT OF TEMPORARY FACULTY**

Only individuals who are members of the Communication Department's Temporary Faculty Pool are eligible for assignment as need arises. To be included in this pool, applicants must submit a completed application, at least three letters of recommendation, a completed Academic Employment Form, and an official transcript showing the highest degree earned.

Candidates will be selected on the basis of the following four ordered criteria:

1. Quantity and quality of educational training in the subject area/s to be taught. Usually, the minimum qualifications are an MA/MFA degree.
2. Quantity and quality of teaching experience, especially in the subject area(s) to be taught.
3. Professional recommendations, including those submitted in writing and those solicited orally.
4. Evidence of continuing professional development in the discipline.

### **REAPPOINTMENT OF TEMPORARY FACULTY**

New temporary faculty will have each different course they teach peer-reviewed during the first semester of employment. Thereafter, temporary faculty will have their courses peer-reviewed as determined by the Chair of the Temporary Faculty Evaluation Committee (TFEC) in consultation with the Chair of the Communication Department.

The Department's Lecturer Evaluation Committee will *annually* evaluate all temporary faculty during Spring Semester, using the TFEC evaluation form. (The review period will be on a calendar, not an academic, year basis.) This written evaluation, signed by TFEC members, the Department Chair, and the temporary faculty member, is due to the Dean's Office of the College of Letters, Arts, and Social Sciences by the end of Spring Semester. Temporary faculty must submit the required materials listed below, no later than the due date for that specific evaluation period.

Temporary faculty members who require a periodic evaluation shall submit a "periodic evaluation report" comprised of the following sections:

1. An updated curriculum vitae. Be sure your CV reflects your currency in the field(s) taught.
2. A self-assessment narrative, including a teaching philosophy statement, not to exceed two pages. Please address student engagement in and outside the classroom. If appropriate, the narrative should address how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning & success, inclusivity, community engagement, and social & environmental responsibility.
3. All peer classroom observations during the evaluation period, if they were conducted.
4. Statistical summaries of student assessment scores from the current evaluation period for all courses taught during the period of evaluation, as defined in Policy #1329. Please use one single Excel spreadsheet or similar-type spreadsheet for all your courses taught during the evaluation period, showing the average student assessment score for each section you taught.
5. Syllabi, exams, and other course materials for each different course taught during the evaluation period.
6. Any responses to written student input, as defined by Policy #1329, received by the department during the evaluation period.
7. Supplementary documents required by the Communication Department, including grading standards. Please submit one single Excel Spreadsheet that summarizes the average GPAs for the courses taught during the evaluation period.

**Late or no submission of the required materials will result in a “not satisfactory” evaluation. Submissions missing two or more of the bulleted items above will also result in a “not satisfactory” evaluation.**

- The TFEC's written evaluation will assess the temporary faculty member's teaching based on these criteria: **currency in the field(s) taught**, examples of which include, but are not limited to, such activities as continuing education and training relating to one's discipline; professional presentations (to the Cal Poly Pomona campus, other college or university campuses, or community organizations) relating to one's area(s) of teaching; presentation of scholarly papers related to one's area(s) of teaching at academic and professional conferences; and publication of scholarly articles, books, and/or creative work related to one's area(s) of teaching; **student engagement in and outside the classroom**, as evidenced by pedagogical assignments, activities, and experiences that foster enhanced student participation and involvement; **peer classroom observations; student course assessments** (for every course taught for the Communication Department), which should average a score of 2.10 or less (on the department's 12-item course assessment form) to be considered “satisfactory,” with a 2.11-2.40 score viewed as “marginally satisfactory,” and a score of 2.41 and above seen as “unsatisfactory” (by way of comparison, a score of 1.00-1.50 would be judged “outstanding”); **teaching-related course materials** (including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles), all of which are expected to conform to departmental standards as set forth in departmental course outlines and other related materials; and **grading standards** that are consistent with college and university standards, which means that the overall final grades should reflect a GPA average somewhere between 2.70 and 3.50. (Note: All lecturers should give grades based primarily on the quality of the student's performance and that lecturers are responsible for posting their final student grades by the scheduled due date. According to College of Letters, Arts, and Social Sciences policy, failure to submit final grades in a timely fashion will constitute unsatisfactory performance).

The Chair of the Communication Department, if not a member of the TFEC, will provide a written commentary or statement of agreement addressing the TFEC's evaluation of the temporary faculty member.

Salary Step Increases will be recommended for qualified temporary faculty whose performance meets the standard of "satisfactory" or better and who have taught 24 WTUs since their last SSI or since their initial appointment.

### **CAREFUL CONSIDERATION**

In assigning courses available to temporary faculty members, the Communication Department follows the guidelines of the current Collective Bargaining Agreement (CBA). The Department begins by reviewing the annual evaluations conducted during the preceding semesters and reviewing application materials of all prospective new temporary faculty members. Official Personnel Action Files (PAFs) are reviewed and the PAF Log signed (located in the Dean's Office of the College of Letters, Arts, and Social Sciences). The Order of Assignment for offering work per the CBA will be followed. Careful consideration will be exercised on the basis of several factors, including the evaluation criteria listed above under **Reappointment of Temporary Faculty**, as well the Temporary Faculty member's starting date and depth of experience (i.e., accumulated WTUs).

Temporary faculty eligible for an initial or subsequent 3-year appointment shall be evaluated in the academic year preceding the issuance of a 3-year appointment. This periodic evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6-year or 3-year qualifying period. The Dean of the College shall determine whether the temporary faculty member has performed satisfactorily before an initial or subsequent 3-year appointment may be issued. For further information, please refer to the appropriate University Academic Policy ([http://www.cpp.edu/~faculty-affairs/documents/section305\\_15.pdf](http://www.cpp.edu/~faculty-affairs/documents/section305_15.pdf)), and the CBA, Articles 12.12, 15.28 and 15.29 (<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>).

### **RANGE CHANGE OF TEMPORARY FACULTY**

The College of Letters, Arts, and Social Sciences requires a Range Elevation Package that minimally includes:

- Candidate's Application
- Candidate's Recent Curriculum Vitae
- Copies of Peer Evaluations Conducted
- Copies of Course Evaluations (minimum of 10)
- Lecturer Evaluation Committee's Recommendation
- Department Chair's Recommendation (if Chair is not part of the Committee)

### **Movement from A to B Range**

Temporary faculty who do not initially meet the criteria for B range appointment will be considered for movement on the salary schedule from the A range to B range when the temporary faculty member is not eligible for more SSIs in the A range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the A range to B range if they have exhibited a *pattern of outstanding teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be judged by temporary faculty member's

- currency in the field(s) taught,
- student engagement in and outside the classroom,
- peer classroom observations,
- student course assessments,
- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles, and
- grading standards.

### **Movement from B to C Range**

Temporary faculty who do not initially meet the criteria for C range appointment will be considered for movement on the salary schedule from the B range to C range when the temporary faculty member is not eligible for more SSIs in the B range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the B range to the C range if they have exhibited a *pattern of outstanding teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be judged by temporary faculty member's

- currency in the field(s) taught,
- student engagement in and outside the classroom,
- peer classroom observations,
- student course assessments,
- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles, and
- grading standards.

### **Movement from C to D Range**

Temporary faculty who do not initially meet the criteria for D range appointment will be considered for movement on the salary schedule from the C range to D range when the temporary faculty member is not eligible for more SSIs in the C range and will have been employed in his/her current range for at least five years by the end of the academic year. They will merit movement from the C range to the D range if they have exhibited a *pattern of out-*

*standing teaching*, as evidenced by their annual periodic evaluations. A *pattern of outstanding teaching* refers to *consistently* strong annual evaluations and supporting materials, as opposed to outstanding teaching achieved sporadically or confined to a single evaluation period.

*Outstanding teaching* will be judged by the temporary faculty member's

- currency in the field(s) taught,
- student engagement in and outside the classroom,
- peer classroom observations,
- student course assessments,
- teaching-related course materials, including innovative use of various teaching tools adapted to both the specific nature of the course and the students' different learning styles, and
- grading standards.