

## **Management and Human Resources Department**

### **Criteria for Appointment, Retention, and Range Elevation of Temporary Faculty**

AY2024-2029

#### **Initial Appointment of Temporary Faculty**

Candidates will be selected based on the following criteria (ranked in the order of priority)

1. Quantity and quality of educational background indicative of subject-matter expertise in the subject area/s to be taught. The minimum qualification is an MBA or a master's degree in a related field. A doctoral degree in a related field is preferred.
2. Quantity and quality of teaching experience in the subject area(s) to be taught.
3. Evidence of prior work experience relevant to the subject area(s) of teaching.
4. Evidence of continuing professional development and engagement in the discipline.
5. Professional recommendations, including those submitted in writing and those solicited orally.

#### **Evaluation and Retention of Temporary Faculty**

According to CPP [Policy No. 1336](#) that guides temporary faculty evaluation, prior to receiving a three-year appointment, part-time faculty members appointed for two semesters (including those with non-instructional assignments), regardless of a break in service, shall be evaluated through a periodic evaluation once a calendar year. Temporary faculty members holding three-year appointments shall be evaluated at least once during their appointment.

Timeline for periodic evaluation (both annual and cumulative) for eligible temporary faculty members is established and enforced by the Office of Faculty Affairs annually ([Policy No. 1337](#)) and would be strictly followed by the Temporary Faculty Evaluation Committee (TFEC) elected by the MHR department every year to conduct lecturer evaluation. Candidates eligible for specific actions receive notification from the Office of Academic Affairs to that extent, along with the lecturer periodic evaluation calendar for that AY which includes information on the due dates for the dossier submission for both annual and cumulative evaluations. It is noted that the updated calendar for every year is also available on the Office of Academic Affairs's webpage and can be accessed using this [link](#). It is a candidate's responsibility to submit their completed material by the due date (as per the calendar for the AY in question) for the action being requested.

This evaluation requires a temporary faculty member to submit a "Periodic Evaluation Report" that includes the following documents:

1. An updated curriculum vitae.
2. A self-assessment narrative, not to exceed four pages for those undergoing a cumulative evaluation (6-year or 3-year). If the evaluation is annual, then the narrative should be about two pages. The self-assessment narrative shall include 1) a brief statement of teaching philosophy; 2) an analysis of the average teaching

rating during the evaluation period, which must include identifying the top three areas of strengths and also the lowest three areas with room for improvement (based on average scores on 16 questions in the student surveys), and sharing the interventions the candidate has made or plan to make to address the identified areas; 3) responding to feedback received via the peer evaluations received during the evaluation period and sharing how the same has been incorporated in the course design and delivery; and last but not least, 4) a professional development section that outlines the relevant professional development activities conducted during the review period, particularly those that contributed to the “Instructional Practitioner” status of the faculty member as defined by “College of Business Administration Policy on Faculty Qualifications and Engagement” (the most recent version).

3. Copies of all peer classroom evaluations during the evaluation period. A minimum of one peer observation is required to be conducted per academic year (per calendar year for the faculty being evaluated on an annual basis).
4. Statistical summaries of student assessments for all courses taught during the evaluation period. This is over and above the calculated summary sheet/Table 1 to be provided along with the self-assessment narrative.
5. Syllabi and other relevant course materials for each course taught during the evaluation period.
6. Any responses to written student input received by the department during the evaluation period.
7. For those with non-instructional assigned duties (if applicable), include supplementary documents directly related to the assignment, as appropriate.

### **Periodic Evaluation Criteria**

The periodic evaluation of eligible temporary faculty who submit a complete package would be made based on meeting the following criteria:

1. The average student evaluation rating during the evaluation period should be equal to or better than **2.0** (with 1 being the best and 5 being the worst score on the department’s 16-item course assessment form) for faculty being evaluated annually. For faculty undergoing a cumulative evaluation (6-year review or 3-year appointments), average student evaluation rating during the evaluation period should be equal to or better than **1.85**.
2. Peer evaluation should be satisfactory for all class visits.
3. A discussion of efforts made (and/or planned) to address the areas of development identified via the student evaluation ratings and peer evaluations is included in the self-assessment narrative submitted as a part of the dossier. Failure to do so would render the package incomplete and would lead to denial of the request.
4. Teaching-related course materials, particularly course syllabus are expected to conform to departmental standards as set forth in departmental Extended Course Outlines (ECOs) and other related materials.

5. Maintain a minimum of 'Instructional Practitioner' status as defined by "College of Business Administration Policy on Faculty Qualifications and Engagement" (the most recent version).

### **Salary Range Elevation of Temporary Faculty**

According to CPP [Policy No. 1332](#), temporary faculty who (a) are not eligible for more SSI's in their current range and (b) will have been employed in their current range for at least five years by the end of the academic year are eligible for Range Elevation. Timeline for range elevation for eligible temporary faculty members is established and enforced by the Office of Faculty Affairs annually and would be strictly followed by the Temporary Faculty Evaluation Committee (TFEC) elected by the MHR department every year to conduct lecturer evaluation. Candidates eligible for range elevation receive notification from the Office of Academic Affairs, along with the information on the due date for the submission of the requested material. It is noted that the information on range elevation and the associated due date every year is also available on the Office of Academic Affairs's webpage and can be accessed using this [link](#). It is a candidate's responsibility to submit their completed material by the due date if they would like to be considered for range elevation.

To be evaluated for range elevation a temporary faculty member is required to submit a "Range Elevation Report" comprised of the following documents:

1. An updated curriculum vitae.
8. A self-assessment narrative, not to exceed four pages. The self-assessment narrative shall include 1) a brief statement of teaching philosophy; 2) an analysis of the average teaching rating during the entire evaluation period that includes identifying the top three areas of strengths and also the areas with room for improvement (based on average scores on 16 questions in the student surveys), and sharing the interventions the candidate has made or plan to make to address the issues; 3) reflection on the peer evaluations received during the evaluation including a plan for improvement; and last but not least, 4) a professional development section that outlines the relevant professional development activities conducted during the review period, particularly those that contributed to the "Scholarly Practitioner" status of the faculty member as defined by "College of Business Administration Policy on Faculty Qualifications and Engagement" (the most recent version).
2. All peer classroom evaluations during the evaluation period. A minimum of one peer observation is required to be conducted per academic year.
3. Statistical summaries of student survey scores from the current evaluation period for all the courses taught during the evaluation period. These are sent to your mailbox by the university at the end of every semester.
4. Courses taught during the period of evaluation, using the attached summary sheet.
5. Syllabi and other course materials for each different course taught during the evaluation period. No need to submit copies of the syllabi for different sections of the same prep.

6. For those with non-instructional assigned duties, include supplementary documents directly related to the assignment, as appropriate.

### **Range Elevation Criteria**

According to Policy No. 1332, whereas (a) good teaching is of fundamental importance in the evaluation of all faculty members, and (b) in order to ensure good teaching, it is essential that faculty remain competent in the fields in which they teach, it is necessary that continued competence be demonstrated in evaluations for range elevations.

The Range Elevation recommendation for eligible temporary faculty who submit a complete package would be made based on meeting the following criteria:

1. The average score of student evaluations during the evaluation period should be equal to or better than 1.75 (with 1 being the best and 5 being the worst score on the department's 16-item course assessment form).
2. Peer evaluation should be satisfactory for all class visits.
3. A discussion of the efforts made (and/or planned) to address the areas of development identified via the student evaluation ratings and peer evaluations is included in the self-assessment narrative submitted as a part of the dossier. Failure to do so would render the package incomplete and would lead to denial of the request.
4. Teaching-related course materials, particularly course syllabus are expected to conform to departmental standards as set forth in departmental Extended Course Outlines (ECOs) and other related materials.
5. Maintain a minimum of 'Scholarly Practitioner' status as defined by "College of Business Administration Policy on Faculty Qualifications and Engagement" (the most recent version).

**Table 1: Worksheet for Overall Average of Student Evaluations of Teaching (Insert the evaluation period/ XXXX-XXXX)**

Course Number & Name	Section #	Semester & Year	Class Size (N)	Candidate's Ave. of 16 Questions*
<b>Mean of Means:</b>				