


Date: September 20, 2024

To: Deans, Department Chairs, Program Directors, Melanie Bocanegra, Julie Pearce, and William Watkins

From: Christina vonMayrhauser 
Interim Associate Vice President for Faculty Affairs

Subject: **Evaluation of Temporary Faculty for Initial and Renewal 3-Year Appointments**

Provisions in the CSU-CFA Collective Bargaining Agreement (CBA) and the Academic Personnel Policies and Procedures for Temporary Academic Personnel (Section 700) require that temporary faculty unit employees (lecturers) eligible for three-year appointments be evaluated prior to a *new* three-year appointment or *subsequent* three-year appointment.

Each evaluation shall be a cumulative review, determined as follows:

Initial (new) three-year temporary faculty appointment:

Cumulative review of performance during the qualifying period of six years of consecutive service prior to the initial three-year temporary faculty appointment. Review to be completed during the academic year immediately preceding the appointment.

Subsequent (renewal) three-year temporary faculty appointment:

Cumulative review of performance during the three years of service prior to a subsequent three-year faculty appointment. Review to be completed during the academic year immediately preceding the appointment.

The minimum requirements for the cumulative periodic review for three-year appointments are:

1. Review of the Personnel Action File (PAF);
2. Review of Student Evaluations of teaching performance (over the cumulative review period as described above);
3. Peer review by a department committee composed of tenured faculty (this committee may be the Department Personnel Committee, or a separate committee of tenured faculty, which may include the Department Chair);
4. A rating of either “satisfactory” or “unsatisfactory.” A satisfactory rating may include narrative comments including constructive suggestion for development;
5. Review by the “appropriate administrator” (College Dean for Departments and Programs; Vice President for Student Affairs for Counselors; Associate Vice President of Student Success for University 100 and Learning Resource Center faculty).

During the Fall 2024 or early Spring 2025 semester, in any case **no later than May 23, 2025**, departments and Deans shall conduct and complete periodic evaluations as follows:

1. Department conducts an evaluation of all temporary/lecturer faculty eligible for initial or renewal three-year appointments and provides a written recommendation, including,
 - a. Written notification to eligible lecturer faculty members that they will be reviewed during the 2024-2025 academic year, including review criteria and timeline. Note that review criteria must be established and would have already been sent to faculty in the first 14 days of each academic semester.
 - b. If a department or program requires eligible faculty to submit a Professional Information File (PIF) and/or other materials per Article 15.28 and 15.29 of the CBA, the faculty member should be provided adequate notice and a submission deadline.
 - c. The Department shall evaluate eligible lecturers for the work they perform. For lecturer faculty with teaching responsibilities, for example, the evaluation shall be based on evidence of teaching effectiveness.
2. A copy of the department written recommendation shall be given to the faculty member under evaluation, along with notice of the faculty member's right to submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.
3. Following the ten (10) day period, the department's written recommendation shall be placed in the PAF per Section 700 (see provision 703.2.a) for subsequent review by the appropriate administrator (College Dean for Departments and Programs; Vice President for Student Affairs for Counselors; Associate Vice President of Student Success for University 100 and Learning Resource Center faculty).
4. A copy of the appropriate administrator's written recommendation shall be given to the faculty member under evaluation and placed in the PAF as outlined in Section 700 (703.2.a) If a three-year appointment is recommended then the faculty member shall be issued a three-year appointment letter from the Provost and Vice President for Academic Affairs, and the temporary faculty unit employee shall be notified in writing and placed in the PAF. Where the appropriate administrator determines that the faculty member has not performed his/her duties in a satisfactory manner, then the reasons for the appropriate administrator's determination shall be put in writing, shared with the faculty member, and placed in the PAF as outlined in Section 700 (703.2.a) and no appointment shall be issued.

Thank you for your assistance with this contract compliance requirement. Please direct any questions to the Office of Faculty Affairs at (x2962) or by email to faculty.affairs@csun.edu.

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Note: The evaluation requirement and conditions for offering three-year appointments are detailed in Article 12.12 (initial three-year appointments) and Article 12.13 (renewal three-year appointments) of the CBA, available at: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx> Additionally, you may reference [Section 700 \(Section 709.3.1 and 709.3.2\)](#). Further details of the evaluation process are provided in Article 15.28 (initial three-year appointments) and Article 15.29 (renewal three-year appointments) of the CBA, available at: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>.

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