



**ACADEMIC SENATE**

**POLICY NO. 528**

<b>ISSUE DATE:</b> 11/10/09 <b>REVISION DATE:</b>	<b>POLICY: Evaluation of Lecturers</b>
<b>REFERENCE:</b>	
<b>APPROVED:</b>  _____ / _____ <b>President, California Maritime Academy</b>  _____ / _____ <b>Chair, Academic Senate</b>  _____ / _____ <b>Chair, Senate Policy Committee</b>	

The intent of this policy is to serve as a guide for the practices and procedures for evaluating lecturers at the California Maritime Academy. This policy does not replace or supersede the Collective Bargaining Agreement (CBA) between the California Faculty Association and the Trustees of the California State University.

This policy shall be made available to each lecturer by his or her department chair no later than fourteen (14) days after the first day of instruction of the academic term (CBA 15.3).

**POLICY:**

**I. Evaluation Periodicity**

- A. Lecturers with one-year appointments. Full-time and part-time lecturers with one-year appointments shall be evaluated annually during the spring semester. If applicable, the period of evaluation will include the previous spring semester, cruise, and the fall semester.
- B. Lecturers with three-year appointments. Full-time and part-time lecturers with three-year appointments shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon request of either the lecturer or the department chair. This evaluation shall occur during the spring semester of the third year of the contract. The period of evaluation will include the previous spring semester, cruise, if applicable, and the fall semester. Additional semesters may be reviewed at the request of the lecturer or the department chair.

- C. Lecturers with less than one-year appointments. Full-time and part-time lecturers with appointments for less than a full year may be evaluated upon request of either the lecturer or the department chair.

**II. Evaluation Procedure**

- A. Full-time lecturers with one-year or three-year appointments. The evaluation of full-time lecturers with one-year appointments or three-year appointments shall include student evaluations of teaching performance, a concurrent evaluation by a department peer review committee and the department chair, and an evaluation by the Academic Dean or appropriate administrator. The evaluation may also include the lecturer's self-assessment, peer input from faculty not on the peer review committee, classroom visits, evaluation of course material, and a review of the Personnel Action File.
- B. Department peer review committees. When practicable, the department peer review committee shall be identical to the department RTP committee elected by the department in the fall semester of the current academic year. The department chair, however, may not serve on the department peer review committee. If such a committee was not constituted in the fall, or if individuals that served on the department RTP committee must be replaced due to ineligibility or unavailability, the department peer review committee must be formed following the procedures specified in the Policy on Retention, Tenure and Promotion (Senate Policy 526). The committee must be established no later than February 1<sup>st</sup>.
- C. Part-time lecturers with one-year or three-year appointments. The evaluation of part-time lecturers with one-year appointments or three-year appointments shall include student evaluations of teaching performance, the department chair's evaluation, and an evaluation by the Academic Dean or appropriate administrator. The evaluation may also include the lecturer's self-assessment, peer input from faculty not on the peer review committee, classroom visits, evaluation of course material, and a review of the Personnel Action File.
- D. Lecturers with less than one-year appointments. The evaluation of full-time or part-time lecturers with appointments less than one year shall include student evaluations of teaching performance and the department chair's evaluation. The evaluation may also include the lecturer's self-assessment, peer input from faculty not on the peer review committee, classroom visits, evaluation of course material, and a review of the Personnel Action File.

**III. Timeline for the Evaluation of Full-Time Lecturers with One-Year or Three-Year Appointments**

- A. Department peer review committee is formed no later than February 1<sup>st</sup>.
- B. The lecturer may ask tenured and tenure-track peers in the department to provide written input or reviews on behalf of the lecturer. Such input shall be provided to the

lecturer prior to the first faculty work day after February 14<sup>th</sup>. The lecturer may or may not choose to submit this material with his/her Self-Assessment.

- C. The lecturer submits his/her Self-Assessment (Appendix A), a copy of his/her appointment letter, and any other evaluative material to the department chair no later than the first faculty work day after February 14<sup>th</sup>. The department chair shall coordinate with the department peer review committee to ensure that the committee has adequate access to the Self-Assessment and any other submitted material.
- D. The department chair shall provide a written Evaluation (Appendix B) to the lecturer no later than the first faculty work day after February 28<sup>th</sup>. The department chair shall provide a copy of the Evaluation, the lecturer's Self-Assessment, and any other evaluative material submitted by the lecturer to the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 28<sup>th</sup>.
- E. The department peer review committee shall provide a written Evaluation (Appendix C) to the lecturer no later than the first faculty work day after February 28<sup>th</sup>. The committee shall provide a copy of the Evaluation to the department chair and the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 28<sup>th</sup>.
- F. The lecturer may respond to or rebut the department chair's and/or department peer review committee's Evaluation and shall provide the written response or rebuttal to the committee, the department chair and the Academic Dean or appropriate academic administrator no later than the first faculty work day after March 10<sup>th</sup>.
- G. The Academic Dean or appropriate academic administrator shall review all evaluation material and any rebuttals or responses provided by the lecturer, the department chair and department peer review committee. The Academic Dean or appropriate academic administrator may concur or not concur with the department chair's and/or department peer review committee's evaluation. If the Academic Dean or appropriate administrator does not concur with one or both evaluations, he/she must write a separate evaluation. This separate evaluation must be provided to the lecturer, department chair and the committee no later than the first faculty work day after March 17<sup>th</sup>.
- H. The lecturer may respond to or rebut the Academic Dean's or appropriate academic administrator's evaluation. This written response or rebuttal shall be provided to the Academic Dean or appropriate academic administrator and copies to the department chair no later than the first faculty work day after March 27<sup>th</sup>.
- I. The Academic Dean or appropriate academic administrator shall forward all lecturer evaluation documents and any rebuttals or responses to the Human Resources Office no later than the first faculty work day after April 1<sup>st</sup>.

**IV. Timeline for the Evaluation of Part-Time Lecturers with One-Year or Three-Year Appointments**

- A. The lecturer may ask tenured and tenure-track peers in the department to provide written input or reviews on behalf of the lecturer. Such input shall be provided to the lecturer prior to the first faculty work day after February 14<sup>th</sup>. The lecturer may or may not choose to submit this material with his/her Self-Assessment.
- B. The lecturer submits his/her Self-Assessment (Appendix A), a copy of his/her appointment letter, and any other evaluative material to his/her department chair no later than the first faculty work day after February 14<sup>th</sup>.
- C. The department chair shall provide a written Evaluation (Appendix B) to the lecturer no later than the first faculty work day after February 28<sup>th</sup>. The department chair shall provide a copy of the Evaluation, the lecturer's Self-Assessment, , and any other evaluative material submitted by the lecturer to the Academic Dean or appropriate academic administrator no later than the first faculty work day after February 28<sup>th</sup>.
- D. The lecturer may respond to or rebut the department chair's Evaluation and shall provide the written response or rebuttal to the department chair and the Academic Dean or appropriate academic administrator no later than the first faculty work day after March 10<sup>th</sup>.
- E. The Academic Dean or appropriate academic administrator shall review all evaluation material and any rebuttals or responses provided by the lecturer and department chair. The Academic Dean or appropriate academic administrator may concur or not concur with the department chair's evaluation. If the Academic Dean or appropriate administrator does not concur with the department chair's evaluation, he/she must write a separate evaluation. This separate evaluation must be provided to the lecturer no later than the first faculty work day after March 17<sup>th</sup>.
- F. The lecturer may respond to or rebut the Academic Dean's or appropriate academic administrator's evaluation. This written response or rebuttal shall be provided to the Academic Dean or appropriate academic administrator and copies to the department chair no later than the first faculty work day after March 27<sup>th</sup>.
- G. The Academic Dean or appropriate academic administrator shall forward all lecturer evaluation documents and any rebuttals or responses to the Human Resources Office no later than the first faculty work day after April 1<sup>st</sup>.

**V. Timeline for the Evaluation of Full-Time and Part-Time Lecturers with Appointments for Less than One Year**

- A. The lecturer may ask tenured and tenure-track peers in the department to provide written input or reviews on behalf of the lecturer. Such input shall be provided to the lecturer prior to the submission deadline for the Self-Assessment. The lecturer may or may not choose to submit this material with his/her Self-Assessment.
- B. Lecturer submits his/her Self-Assessment (Appendix D), a copy of his/her appointment letter, and any other evaluative material to his/her department chair no later than 30 days after the last day of the employment as shown in the appointment letter.
- C. The department chair shall provide a written Evaluation (Appendix E) to the lecturer no later than 45 days after the last day of employment as shown in the appointment letter.
- D. The lecturer may respond to or rebut the department chair's Evaluation and shall provide the written response or rebuttal to the department chair no later than 60 days after the last day of employment as shown in the appointment letter.
- E. The department chair shall forward all evaluation material for the lecturer and any rebuttals or responses to the Human Resources Office for inclusion into the lecturer's Personnel Action File no later than 65 days after the last day of employment as shown in the appointment letter.

## APPENDIX A

### LECTURER'S SELF-ASSESSMENT (Optional)

May be completed and submitted by full-time and part-time lecturers with one-year or three-year appointments.

**Deadline for submission to the Department Chair: No later than the first faculty work day after February 14<sup>th</sup>**

Name \_\_\_\_\_ Department \_\_\_\_\_

Date submitted to Department Chair: \_\_\_\_\_ Dept. Chair initials \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

1. Describe your work assignments, as stipulated in your appointment letter. (Attach a copy of your appointment letter to this document.)

Spring semester

Cruise (if applicable)

Fall semester

2. Describe your effectiveness in fulfilling these requirements.

3. Please feel free to add other comments or provide additional information.

**APPENDIX B**

**DEPARTMENT CHAIR'S EVALUATION  
of full-time and part-time lecturers with one-year or three-year appointments**

**Deadline for submission to the Lecturer and the Academic Dean or appropriate academic administrator: No later than the first faculty work day after February 28<sup>th</sup>**

Department Chair \_\_\_\_\_ Department \_\_\_\_\_

Lecturer Evaluated \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

Time Base: Spring \_\_\_\_\_ (FT or PT); Cruise \_\_\_\_\_ (FT or PT); Fall \_\_\_\_\_ (FT or PT)

1. Describe the lecturer's work assignments as stipulated in the appointment letter.

Spring semester

Cruise (if applicable)

Fall semester

2. This evaluation is based on the following sources of information for the evaluation period:  
(check all that apply)

\_\_\_\_\_ Student evaluations      \_\_\_\_\_ Classroom visits      \_\_\_\_\_ Peer input

\_\_\_\_\_ Evaluation of course material      \_\_\_\_\_ Lecturer's Self-Assessment

\_\_\_\_\_ Personnel Action File (PAF)      \_\_\_\_\_ Other – please specify:

**APPENDIX B (CONT'D)**

3. Give your evaluation of the lecturer's effectiveness in fulfilling his or work assignments.

\_\_\_\_\_ Excellent    \_\_\_\_\_ Good    \_\_\_\_\_ Satisfactory    \_\_\_\_\_ Unsatisfactory

(Comments are required)

4. Please feel free to add other comments or provide additional information.

_____ Department Chair signature	_____ Date
_____ Lecturer signature I have read the evaluation. My signature indicates neither agreement nor disagreement with the statements made.	_____ Date
<p>_____ I concur with the evaluation made by the Department Chair</p> <p>_____ I do <u>not</u> concur with the evaluation made by the Department Chair and have provided a written attachment.</p>	
_____ Academic Dean or appropriate academic administrator	_____ Date
Deadline for submission to the lecturer is no later than the first faculty work day after March 17 <sup>th</sup>	

APPENDIX C

DEPARTMENT PEER REVIEW COMMITTEE'S EVALUATION  
of full-time lecturers with one-year or three-year appointments

Deadline for submission to the Lecturer and the Academic Dean or appropriate academic administrator: No later than the first faculty work day after February 28<sup>th</sup>

Lecturer Evaluated \_\_\_\_\_ Department \_\_\_\_\_

Dept. Peer Review Committee \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

1. Describe the lecturer's work assignments as stipulated in the appointment letter.

Spring semester

Cruise (if applicable)

Fall semester

1. This evaluation is based on the following sources of information for the evaluation period  
(check all that apply)

\_\_\_\_\_ Student evaluations      \_\_\_\_\_ Classroom visit      \_\_\_\_\_ Peer input

\_\_\_\_\_ Evaluation of course material      \_\_\_\_\_ Lecturer's Self-Assessment

\_\_\_\_\_ Personnel Action File (PAF)      \_\_\_\_\_ Other – please specify:

**APPENDIX C (CONT'D)**

2. Give your evaluation of the lecturer's effectiveness in fulfilling his or her work assignments.

\_\_\_\_\_ Excellent    \_\_\_\_\_ Good    \_\_\_\_\_ Satisfactory    \_\_\_\_\_ Unsatisfactory

(Comments are required)

3. Please feel free to add other comments or provide additional information.

_____	
Department Peer Review Committee signatures	
_____	
Date	
_____	_____
Lecturer signature	Date
I have read the evaluation. My signature indicates neither agreement nor disagreement with the statements made.	
_____	
I concur with the evaluation made by the Department Peer Review Committee	
_____ I do <u>not</u> concur with the evaluation made by the Department Peer Review Committee and I have provided a written attachment.	
_____	_____
Academic Dean or appropriate academic administrator	Date
Deadline for submission to the lecturer is no later than the first faculty work day after March 17 <sup>th</sup>	

**APPENDIX D**

**LECTURER'S SELF-ASSESSMENT (Optional)**

**May be completed and submitted by full-time and part-time lecturers with appointments for less than one year.**

**Deadline for submission to the Department Chair: No later than 30 after your last day of employment.**

Name \_\_\_\_\_ Department \_\_\_\_\_

Date submitted to Department Chair: \_\_\_\_\_ Dept. Chair initials \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

1. Describe your work assignments, as stipulated in your appointment letter. (Attach a copy of your appointment letter to this document.)

Spring semester

Cruise (if applicable)

Fall semester

2. Describe your effectiveness in fulfilling your work assignments.

3. Please feel free to add other comments or provide additional information.

**APPENDIX E**

**DEPARTMENT CHAIR'S EVALUATION  
of full-time and part-time lecturers with appointments for less than one year**

**Deadline for submission to the Lecturer: No later than 45 days after the last day of employment.**

Department Chair \_\_\_\_\_ Department \_\_\_\_\_

Lecturer Evaluated \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

Time Base: Spring \_\_\_\_\_ (FT or PT); Cruise \_\_\_\_\_ (FT or PT); Fall \_\_\_\_\_ (FT or PT)

1. Describe the lecturer's work assignments as stipulated in the appointment letter.

Spring semester

Cruise (if applicable)

Fall semester

2. This evaluation is based on the following sources of information for the evaluation period:  
(check all that apply)

\_\_\_\_\_ Student evaluations      \_\_\_\_\_ Classroom visit      \_\_\_\_\_ Peer input

\_\_\_\_\_ Evaluation of course material      \_\_\_\_\_ Lecturer's Self-Assessment

\_\_\_\_\_ Personnel Action File (PAF)      \_\_\_\_\_ Other – please specify:

**APPENDIX E (CONT'D.)**

3. Give your evaluation of the lecturer's effectiveness in fulfilling his or her assignments.

\_\_\_\_\_ Excellent    \_\_\_\_\_ Good    \_\_\_\_\_ Satisfactory    \_\_\_\_\_ Unsatisfactory

(Comments are required)

4. Please feel free to add other comments or provide additional information.

_____	_____
Department Chair signature	Date
_____	_____
Lecturer signature	Date
I have read the evaluation. My signature indicates neither agreement nor disagreement with the statements made.	