Three-Year Temporary Faculty Evaluation Process

1. **Requirement**: Temporary faculty unit employees eligible for a new three-year appointment pursuant to article 12.12 shall be evaluated in the academic year preceding the first year of a new three year appointment. Faculty Affairs will provide a list of all eligible faculty to each college to be distributed to departments.
2. **Responsibility**: The Dean is the appropriate administrator identified in the CBA. The Dean is responsible for providing a **satisfactory** or **unsatisfactory** rating of all eligible temporary faculty.
3. **Criteria**: Contents of the Personnel Action File including Student Ratings of Instruction and Peer Evaluations pursuant to APM 322.
4. **Departments**: Deans shall solicit narrative comments from Departmental peer review committees. (Review committees shall consist only of **elected** tenured faculty. FERP may only serve with prior written approval from the President.) The departmental narrative comments may include constructive suggestions for development. Departmental faculty should not provide a satisfactory or unsatisfactory rating. The committee should provide the information necessary for the Dean to make this determination.
5. **Review Period**: Reviewers shall consider the temporary faculty member’s cumulative work performance as follows:
   1. For temporary faculty currently in year six and eligible for a first three-year appointment in the next academic year, review entire employment history in the Personnel Action File.
   2. For temporary faculty currently in year three of three and eligible for the subsequent three-year appointment in the next academic year, review employment history during the past three year appointment.
6. **Timeline:** 
   1. Update PAF
   2. Elect a committee
   3. Narrative Comments from Departmental Review Committee: **See Calendar**
   4. Dean completes evaluations and notifies temporary faculty members and the Office of Faculty Affairs: **See Calendar**

Remember: All levels of review MUST 1) Examine the PAF and 2) Sign the log.

**Temporary Faculty 3-year Appointment Evaluation Form**

**(Completed by the Dean)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This faculty member is currently in:

* a 1-year appointment and is in his/her 6th year of continuous service.
* a 3-year appointment and is in year 3 of 3.

Please indicate your rating by checking one of the boxes below and provide comments if required (attach additional pages if necessary):

* Satisfactory.   
  Constructive Suggestions for Development (Optional)

* Unsatisfactory.   
  Justification for unsatisfactory rating (Required)

The review was completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of appropriate administrator completing the review (normally Dean)

Enclosure(s): Copy of comments from the Departmental review committee are attached.

cc: Temporary Faculty Member  
 Faculty Affairs  
 Personnel Action File