

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
UNIVERSITY ARTP COMMITTEE
MEMORANDUM**

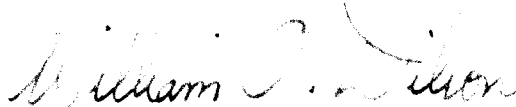
February 21, 2008

California State University, Sacramento
6000 J Street
Sacramento, California 95819-8036

To: Faculty Senate

FEB 23 2008

Via: Senate Executive Committee



Faculty Senate Received
13

From: William A. Dillon, Presiding Member
University ARTP Committee

Subj: Further amendment of Section 9.04B of University ARTP Policy

The University ARTP Committee recommends amendment of the subject section by adding to the note below the section the underlined bold faced text to produce the following arrangement of information:

9.04 Periodic Evaluation of Temporary Faculty Unit Employees

A. . . .

B. "Temporary faculty unit employees holding three (3) year appointments pursuant to Article 12 (Section 6.04 of this document) shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President." (M.O.U. 15.26)

Note: On this campus, departments or equivalent units may choose to evaluate temporary faculty unit employees holding three (3) year appointments as infrequently as once in three years or as frequently as once a year. At a minimum, the evaluation shall extend to the faculty member's performance during the period defined by the closing of the file immediately prior to the preceding evaluation and the closing of the file immediately prior to the current evaluation. Regardless of frequency of evaluation, faculty members shall be subject to annual student evaluations of teaching performance as provided in Section 5.05E.1.c(1) of this Policy. Ranking for work assignments shall be based on the most recent evaluation of the performance of a faculty member subject to this section unless the faculty member or the department or equivalent unit requests an evaluation be conducted prior to the ranking decision in a year when one would not otherwise occur. Faculty eligible for a temporary faculty range elevation shall undergo an evaluation of performance at the time a decision to award or deny a range elevation is made in their case regardless of the frequency with which a department or equivalent unit may otherwise choose to evaluate them pursuant to this section. A department's or equivalent unit's decision to evaluate less frequently than once a year shall not preclude either a faculty unit employee as a

matter of choice or a department or equivalent unit acting with cause from requesting an evaluation under this section during a year when one would not otherwise be conducted in his or her case. **Examples of cause may include but are not limited to: an assignment to teach a course or courses not previously taught during the current three year appointment cycle or evidence in the file of improved or declining performance such as student evaluations or written, signed statements accumulated since the immediately preceding evaluation.**

A department chair or appropriate supervisor of temporary faculty other than the dean may conclude based on the previous evaluation or subsequent additions to the file or both that cause exists to conduct an evaluation more frequently than required by the department's or equivalent unit's ARTP policy. In that case, the chair or appropriate supervisor shall state in writing the reasons for that conclusion. If contested in writing by the faculty member, the file including the chair's or appropriate supervisor's written recommendation to conduct a more frequent evaluation and the faculty member's written rebuttal shall be referred to the dean. Within ten days the dean shall decide based on the content of the file whether such an evaluation shall occur and shall give reasons in writing for the decision.

This amendment responds to FS07-94B/Flr. referring to the Committee a request to provide “. . . a mechanism to challenge a department or equivalent unit's call for an evaluation [of temporary faculty holding three-year appointments] during a year when one would not otherwise be conducted . . . “. The Committee has acted in consultation with Senator Juanita Barrena, Biological Sciences, who proposed the referral and Lecturer Lois Boulgarides, Kinesiology and Health Science, one of the CFA representatives for part-time faculty holding three-year appointments.

The Committee requests that the Executive Committee schedule discussion of this amendment at a time when the Committee's presiding number can be present.

WAD/mjd