

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

MEMORANDUM

California State University, Sacramento
6000 J Street
Sacramento California 95819-6036

DEC 5 - 2007

December 5, 2007

To: Faculty Senate

Faculty Senate Received
413

Via: Senate Executive Committee

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

Subj: Section 9.04B of University ARTP Policy (2007)

The University ARTP Committee recommends amendment of the subject section by adding the note shown here in underlined bold face below the text of 9.04B 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 or a department or equivalent unit from requesting an evaluation under this section during a year when one would not otherwise be conducted in his or her case.

At the moment campus policy requires an annual evaluation of temporary faculty regardless of the duration of their appointment. The new M.O.U. however requires temporary faculty holding three year appointments to be evaluated at least once during the three years of the appointment. The proposed note is intended to make clear to the departments that they now have the choice to evaluate temporary faculty holding three year appointments as infrequently as once in three years or more frequently is they wish. The note also specifies certain requirements such as annual student evaluations that will continue to apply regardless of the frequency of evaluations of three year appointees.

Because evaluations of temporary faculty often occur in the Spring, the Committee hopes that the Senate will act at once to make clear to departments and their temporary faculty the choices, if any, the Senate is prepared to recommend in this case. The Senate's resolution of this question now will enable Human Resources to brief the department chairs during the first week of February on any alteration of policy in this regard subsequently adopted by the President during January. An alteration in favor of less frequent evaluations will affect at once the work load of faculty committees and the faculty on three year appointments.

The Committee requests that its Presiding Member be present when this proposal is considered.

WAD/mjd