

Lecturer Evaluations 2020-21

Why:

The collective bargaining agreement and campus policy require that lecturers be evaluated for purposes of “careful consideration” for appointment as well as for those eligible for an initial or subsequent three-year appointment. The majority of those being evaluated require only a department-level evaluation. Those under review for an initial or subsequent three-year evaluation must have the final level of review done by the college dean.

Who:

The table on the next page summarizes those who need to be evaluated and what the evaluation period should cover.

How:

If a department currently has an online process that they use, they should continue to use it. If they have used a paper-based system, they should develop an online system in OneDrive to mimic their local process. OFA and IRT is jointly developing a session for early January (date and time to be announced soon) to help answer questions about the basics of OneDrive and to answer evaluation policy questions.

What:

OneDrive is a cloud-based storage system that allows web-based access to folders and files where access can be controlled. Those developing a system should activate their departments OneDrive account, if they have not already done so. The OneDrive account is tied to the departmental email account.

When:

Evaluations need to be completed by the end of the spring semester. As three-year reviews must go through the college dean as the last step, they have a bit of a higher priority. Check with your college dean to determine what their deadline for review of three-year reviews is and build your calendar to ensure that the department has completed its review in time to meet this deadline.

Lecturer Scenarios

Group	Evaluation needed?	Evaluation Timeframe	Notes
Lecturer who was employed by Sac State in 19-20 but <u>did not</u> receive an evaluation (excluding three-year – see below)	Yes	Materials normally required for an annual evaluation AND materials that would have been included last year but were not reviewed due to suspension <u>of the review process.</u> of the review process.	Those who were eligible for three-year were suspended and the MOU requires the material that would have been evaluated in next opportunity.
Lecturer who was employed by Sac State in 19-20 but <u>did</u> receive an evaluation (<u>excluding</u> those newly eligible for three-year)	Yes	Materials normally required for an annual evaluation.	This is a “normal” review
Lecturer who is new to Sac State this year	Yes	Materials normally required for an annual evaluation.	This is a “normal” review
Lecturer who was employed at Sac State in 19-20 but is no longer with us	Maybe	If done, materials normally required for an annual evaluation AND materials that would have been included last year but were not reviewed due to suspension.	If they have a desire to return in the “near” future, they should submit a file. If they have retired or resigned, they need not submit.
Lecturer who <u>was</u> eligible for an evaluation in 19-20 to receive an initial or subsequent three-year appt. that was not completed	Yes	Materials normally required for a review for three-year appt: last six years for initial and back to start of their current three-year for subsequent. Colleges may choose to allow them to include this last year’s materials as well; doing so will exclude that material from what is submitted for the next three-year review.	Those who were eligible for three-year review last year were given conditional three-year appts. This is the review that will clear that condition.
Lecturer who is <u>now</u> eligible for an evaluation in 20-21 to receive an initial or subsequent three-year appointment	Yes	Materials normally required for a review for three-year appt: last six years for initial and back to start of their current three-year for subsequent.	This is a “normal” review.
Lecturer currently in a three-year appt. who was not scheduled for a review in either 19-20 or 20-21	No evaluation required. Next evaluation would be in the 21-22 AY.		

If a department feels that they have a situation that falls outside of these five categories, have them reach out to Bill DeGraffenreid or Jackie Kern for clarification of where they actually fall.