

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-101-80/EC
September 30, 1980

RESOLUTION REGARDING EVALUATION OF TENURED
FACULTY AND ADMINISTRATORS

- WHEREAS, At its July meeting the CSUC Board of Trustees approved the procedures for implementing the policy on "Evaluation of Tenure Faculty and Administrators" (RFSA 7-80-15); and
- WHEREAS, These new procedures for implementing the above policy are now mandatory for all members of the CSUC; therefore be it
- RESOLVED: That the Academic Seante recommend to the President that RFSA 7-80-15 be implemented at CPSU by making the following changes in the Campus Administrative Manual:

B. Performance Evaluations

Performance evaluations of all academic employees are made annually for promotions, for tenure, for reappointments, and for any other recommended personnel action. Performance evaluations ~~for tenured academic employees who are not eligible for promotions~~ and for full- and part-time lecturers are made annually by May 1. (See Faculty Evaluation Form, Appendix I.)

It is the responsibility of the department head to render all possible advice and assistance to members of the department in carrying out their teaching assignments, and particularly to new members of the department. This would include personal observation of the classes assigned new faculty members. The purpose of such observation is to assist the teacher through constructive criticism, to provide a more systematic basis for the evaluation process, and to assure that the fundamental objective of quality instructional programs is being met. Regular periodic conferences should be held at least once during the reappointment cycle and at other times as deemed necessary by the tenured reviewing faculty and academic administrators with each probationary faculty member to provide the latter with full perspective concerning strengths and weaknesses, possible means of improvement, and the current prospect for reappointment or tenure.

C. Evaluation of Tenured Faculty Not Scheduled for Promotion

1. The President shall be responsible for assuring that each department, or the first level of review, with student participation, shall develop procedures for peer evaluation of faculty instructional performance including currency in the field, appropriate to university education.

- a. These procedures shall apply to all tenured faculty except those scheduled for promotion review.
 - b. These procedures shall include, but not be limited to, consideration of student evaluations of instructional performance currently required of all faculty in at least two courses annually. Courses selected for evaluation shall be representative of the faculty member's teaching responsibilities during the evaluation cycle.
 - c. These procedures shall provide that tenured faculty be evaluated at intervals of no greater than five (5) years.
2. Following the evaluation, a written summary of the evaluation shall be given to the faculty member. Normally, the department chair or the appropriate administrator at the first level of review shall meet with each faculty member evaluated to discuss the results of the evaluation.

If areas for improvement are identified the aforementioned administrator shall advise the faculty member of avenues for assistance available within the department or campus.

CAM should be renumbered as follows: 341.1.C to 341.1.D
 341.1.D to 341.1.E
 341.1.E to 341.1.F

341.3 Administrative Employees

Academic administrators serve at the pleasure of the President. It is the policy of the CSUC that all academic administrators be evaluated at regular intervals. It is necessary that the evaluator be aware of the perceptions of those who work with the administrator. The President shall develop procedures for the systematic acquisition of information and comments from appropriate administrators, faculty, staff and students, on the work of the administrator to be evaluated.

Performance evaluations for administrative employees will be made at the end of the 6, 12, and 18 months of employment during the probationary period; and for permanent employees, annually. Permanent status is established after two years of approved full-time service. The supervisor will use the Administrative Employee Evaluation Form in Appendix III to evaluate administrative employees.