

committee work, the percentage of time may be increased to reflect the additional assignment if the assignment is written into the statement of Terms and Conditions of Appointment under “Special Duties.”

5.0 Searches and Pools

- 5.1 Each department or school shall maintain a list of temporary faculty employees who have been evaluated by the unit. If such an employee applies for a position in the unit or applies to the unit’s applicant pool, the employee’s previous periodic evaluations and application shall receive careful consideration.
- 5.2 If a department or school undertakes a search for a part time position, it must be in full conformity with Nondiscrimination and Equal Opportunity Employment requirements. This search should create a pool of qualified candidates from which part-time appointments shall be made. For each appointment, the qualifications of all persons in the pool shall be reviewed and the most qualified person available shall be appointed.
- 5.3 If a department or school conducts a nationwide search for a full time temporary faculty member, it shall be in compliance with Equal Employment Opportunity (EOE) guidelines.

6.0 Renewed Appointments

- 6.1 Appointment of a temporary faculty employee in consecutive academic years to a similar assignment in the same department or school shall require the same as or higher salary placement than in the previous appointment.
- 6.2 All appointments and reappointments of temporary faculty shall follow the procedures and guidelines established by the Collective Bargaining Agreement (CBA) and subsequent interpretations.

7.0 Subsequent Tenure-Track Appointments

- 7.1 A part-time or full-time temporary faculty employee may apply for an open tenure-track position. If the employee proves to be the most qualified applicant after a nationwide search in full compliance with Nondiscrimination and Equal Opportunity Employment requirements, that person may be appointed to the tenure-track position.
- 7.2 If a person who has served in a full-time temporary position is appointed to a tenure-track position, the department or school may recommend that up to two years of service in the full-time temporary position be counted as service toward tenure. However, the dean of the college or the Provost may reject the recommendation in favor of the six-year probationary period.

- 8.0 Persons appointed to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

Temporary Faculty, Periodic Evaluation of

- 1.0 Temporary faculty who have been hired for both semesters of an academic year shall be evaluated in the spring semester. Each department or school shall develop procedures and criteria for periodic performance appraisals of temporary faculty. Evaluation criteria and procedures shall be made available to the temporary faculty member no later than 14 days after the first day of instruction of the academic term.
 - 1.1 Evaluation shall occur before temporary hiring decisions for the following fall semester are made.
 - 1.2 The evaluation of full-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, peer review by a department or school committee, and evaluations by administrators. The departmental review may also consist of a review of class syllabi, in-class observations, or other materials related to teaching effectiveness.
 - 1.3 The evaluation of part-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, evaluations by administrators or department chair or school director, and the opportunity for peer evaluation from the department or school.

- 1.4 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es).
- 2.0 Full-time and part-time temporary faculty employees appointed for one semester or session shall be evaluated at the discretion of the department chair or school director, the appropriate administrator, or the department or school. The employee may request that an evaluation be performed.
- 3.0 Faculty employees, students, academic administrators and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.
- 4.0 The employee shall be provided with a copy of the periodic evaluation by the peer review committee chair. Evaluations shall be signed by the appropriate administrator(s) and the peer review committee chair.
- 5.0 A written record of periodic evaluation shall be placed in the employee's Personnel Action File, and a copy of the evaluation given to the employee.
- 6.0 Temporary faculty eligible for an initial three-year appointment or a successor three-year appointment shall undergo a cumulative periodic evaluation.
 - 6.1 This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit and evaluations by appropriate administrators.
 - 6.2 The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.
 - 6.3 For an initial three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the six-year period as defined in Article 12.12 of the CBA. For a subsequent three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the entire three-year appointment.
 - 6.4 An initial or subsequent three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position.
 - 6.5 The determination of the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle pursuant to Article 15.8 of the CBA.
 - 6.6 Where the appropriate administrator determines that a temporary faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.

Temporary Faculty: Range Elevation

- 1.0 Eligibility: Temporary faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.
- 2.0 Criteria: To be considered for range elevation an applicant
 - a. Shall present evidence of excellence in teaching or other assigned duties, and
 - b. Shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community.
- 3.0 The application shall consist of a memorandum including (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.