MEMO

Date: February 27, 2018

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

Subject: Proposed Editorial Changes for Chapter VI of the Faculty Handbook
FPC 17-10: Evaluation of Temporary Counselor Faculty

At its meeting on February 12, 2018, Faculty Policy Committee approved the following editorial changes related to semester conversion as part of its consent agenda.

FPC 17-10: Evaluation of Temporary Counselor Faculty

Line 17: This language changes three quarters to two semesters; two semesters are equivalent to three quarters.
Evaluation of Temporary Counselor Faculty

(Senate: 5/8/12; President: 7/23/12; Editorial Amendment: 10/6/16 [EA])

Governing documents: Articles 13, 14, and 15 of the Collective Bargaining Agreement between California State University and the California Faculty Association; the California State University system E. O. 1053: Policy on Student Mental Health; and the CSU Classification and Qualification Standards for Student Services Professional Academic-Related Series, Part B.

Full- and part-time temporary counselor faculty are normally hired to meet specific needs consistent with their professional qualifications, such as highest academic degree earned, counseling experience, licensure, status in the discipline, and so forth. In every case, the evaluation of a temporary counselor faculty member shall be appropriate to his or her assignment and based on the counselor faculty member’s performance of the essential duties of the position.

A. Types of Evaluation for Temporary Counselor Faculty Members

Temporary counselor faculty with appointments of one year or more (whether full- or part-time) shall be evaluated at least once during the term of appointment. Those counselor faculty members with multi-year appointments may be evaluated more frequently at the request of the faculty member or the President. All other temporary counselor faculty, at a minimum, shall be evaluated at the completion of three quarters TWO SEMESTERS of service or at the end of two years from the time of initial appointment or last review, whichever comes first.

Evaluations for reappointment consideration will involve a review of the faculty member’s performance since the previous review. If the counselor faculty member is undergoing a first review, the review period shall be defined as the time period between the date of initial appointment and current file closure date; the review period for all other reviews (beyond the first) shall be defined as the time period between the file closure date of the last review and the current file closure date.

B. Evaluation Standards

The evaluative standards for temporary counselor faculty are the same as those for the temporary instructional faculty.

A review that finds a temporary counselor faculty member’s performance to be satisfactory or better shall be accompanied by a favorable recommendation for reappointment.

An evaluation of needs improvement does not preclude a reviewer/review committee from recommending reappointment.

A judgment of unsatisfactory shall entail a negative recommendation for reappointment.

C. Criteria for Evaluation of Temporary Counselor Faculty

Criteria for evaluation of temporary counselor faculty members shall be appropriate to his or her appointment. The contributions of temporary counselor faculty members may include any mental health-related and educational activities for the student population. Temporary counselor faculty members assigned exclusively to counseling activities shall be evaluated solely on the basis of such performance, which includes
currency in their field(s). Temporary counselor faculty members are expected to obtain and/or maintain licensure appropriate to their positions, as described in the policy on evaluation of permanent counselor faculty.

All reviews shall be based upon evidence in the two-part personnel file. The permanent personnel action file (PPAF) is maintained by the University. The working personnel action file (WPAF) is the responsibility of the counselor faculty member. Counselor faculty members who will be reviewed will be notified at least 30 days prior to the file closure date that they are to submit a WPAF. The notification shall include reference to this evaluation policy and applicable department of counseling and psychological services (CAPS) policies. The counselor faculty member is responsible for providing the following materials to his or her WPAF before the published date of file closure: a current curriculum vitae, a personnel information form that summarizes and describes the candidate’s activities and accomplishments during the period under review, and evidence of these activities and accomplishments. Temporary counselor faculty members being evaluated shall submit the file to the office of the assistant/associate vice president for student affairs.

The temporary counselor faculty member’s assignment must be clearly explained, and documentation provided on the quality of his or her performance. Responsibilities of temporary counselor faculty are outlined under category A: counseling performance in the evaluation policy for permanent counselor faculty. The evaluation of temporary counselor faculty must be based on an assessment of multiple forms of evidence and include an assessment of the individual’s currency in the field, which may, for example, be demonstrated by professional achievement or relevant instructional material, consistent with caps’ policy documents. These shall be provided to each temporary counselor faculty member within fourteen days of his or her initial appointment and again when changes occur.

Temporary counselor faculty members who wish to include evidence of professional achievement and/or contributions to the University, the profession, or the community should do so to the extent that these activities are relevant to performance in their assignment.

For temporary counselor faculty members who serve as course instructors, the policy governing student input in the academic personnel process is the same as that for permanent instructional faculty.

**D. Levels of Review for the Evaluation of Temporary Counselor Faculty.**

Part-time temporary counselor faculty members undergoing a periodic evaluation shall be reviewed by the CAPS peer review committee and the CAPS director or another supervising administrator for example, the Student Health Center Director. Full-time temporary counselor faculty members must also be reviewed by the Dean of Students. Part-time temporary counselor faculty members may also be reviewed by the Dean of Students at his or her discretion. Each level of review shall make a determination as to whether the faculty member’s counseling performance has been satisfactory, which will incorporate a determination as to whether or not he or she is current in the field. These recommendations shall be considered by the appointing authority when making reappointment decisions.

At all levels of review in the evaluation process, reviewers are responsible for evaluating the work of the candidate and for making a recommendation regarding reappointment in light of the CAPS criteria and standards. Reviewers are, therefore, responsible for conveying to other levels of review the relative merit of the individual candidate’s performance from the perspective of his or her counseling performance. If deficiencies are found, the reviewers are responsible for making recommendations for improvement.