



Memorandum of Understanding CalStateTEACH Faculty Evaluation Policy and Procedures

Through this Memorandum of Understanding, the CSU and CFA agree to a CalStateTEACH Faculty Evaluation policy and procedures for the temporary faculty unit employees in the CalState TEACH program.

The CalStateTEACH Faculty Evaluation process shall include the following processes and procedures:

1. Evaluation of CalState Teach Faculty with one-year appointments: On March 1st of each year, CalStateTEACH faculty with one-year appointments shall submit to the Regional Director a yearly self-evaluation based on the CalStateTEACH faculty roles and responsibilities established in *CalStateTEACH's Faculty Program Policies*. The evaluation portfolio will include a self-evaluation narrative which should contain a review of their effectiveness in teaching, supervision, teacher performance assessment calibration and scoring, outreach and recruitment, modeling technology expertise, advising and support, engaging in program service, participation in professional activities, and duties as assigned. The portfolio is limited to 10 pages, must be submitted electronically (preferably in the form of a PDF), and may contain artifacts of practice.
2. Evaluation of CalState Teach Faculty possessing six (6) or more years of prior consecutive appointments in the program or holding a current three-year appointment: On March 1st of the third year of the appointment (or March 1st of the sixth year), and prior to the issuance of an initial three-year appointment or the renewal of a three-year appointment, CalStateTEACH faculty shall submit to the Regional Director a comprehensive self-evaluation covering the applicable period of review based on the CalStateTEACH faculty roles and responsibilities established in *CalStateTEACH's Faculty Program Policies*. The evaluation portfolio shall include a self-evaluation narrative which should contain a review of their effectiveness in teaching, supervision, teacher performance assessment calibration and scoring, outreach and recruitment, modeling technology expertise, advising and support, program service, professional activities, and duties as assigned. The portfolio is limited to no more than twenty (20) pages, must be submitted electronically (preferably in the form of a PDF), and may contain artifacts of practice.
3. A CalStateTEACH Faculty Evaluation Committee ("CSTFEC") will be established annually for the purpose of evaluating the performance of temporary faculty unit employees in the program. The CSTFEC shall be comprised of four (4) tenured faculty unit employees (one from each of the host campuses). All CSTFEC members shall be elected by the CalStateTEACH faculty at their respective home campus, regardless of whether or not they are up for review. The CSTFEC shall use a rubric provided by the CalStateTEACH Program to evaluate the temporary faculty unit employee portfolios and submit a signed review to the Regional Director of the faculty in review by April 30th of each spring term. The rubric for evaluation will be disseminated to the faculty in accordance with CBA Article 15.3.



4. The CalStateTEACH faculty shall annually elect one (1) peer representative from among the CalStateTEACH faculty at each of the host campuses. All CalStateTEACH peer representatives shall be elected by the CalStateTEACH faculty at their respective home campus.
5. The role of the campus peer representatives shall be to attend a meeting (“pre-meeting”) with the CSTFEC in order to discuss the faculty portfolios being reviewed from their respective campuses. The pre-meeting shall occur prior to the CSTFEC conducting any deliberations and making recommendations regarding the temporary faculty unit employee portfolios submitted in a given review cycle. The CSTFEC members and the CalStateTEACH peer representative shall be instructed to review the submitted temporary faculty unit employee portfolios prior to the pre-meeting with the CalState Teach peer representatives from each campus in order to familiarize themselves with the faculty portfolio(s) and allow for discussion of the candidate portfolios at the pre-meeting.
6. After the pre-meeting has occurred, the CSTFEC shall meet in order to deliberate and make recommendations to the Regional Director in accordance with item #3 above. The recommendation will be given to the faculty member who will have 10 calendar days to submit a written response and or request to meet with the members of the CSTFEC (Article 15.5 of the CBA).
7. The Regional Director shall review the submitted portfolio, the CSTFEC’s recommendation, and the faculty member’s written response (if any). The Regional Director will give his/her recommendation to the faculty member and the faculty member will have ten calendar days to submit a written response and or request a meeting with the Regional Director.(Article 15.5 of the CBA). The Regional Director shall submit the CSTFEC’s recommendation, his/her recommendation and all written responses from the faculty member (if any) to the Dean for review by May 15 of each spring term.
8. The Dean shall review the submitted portfolio, including recommendations and faculty member’s responses (if any) and submit his/her final review to the appropriate campus office according to campus deadlines.
9. Timelines to the CalStateTEACH Faculty Evaluation process may be revised by the Systemwide Director as needed to accommodate the evaluation process. Timeliness shall be revised in accordance with the requirements of the collective bargaining agreement.