

This evaluation procedure provides a holistic assessment of teaching effectiveness (particularly in the periodic review) and an opportunity for Lecturers to further their growth as effective teachers. The role of administrators and observers involved in the reviews, as well as the Faculty Mentoring Committee, is to support Lecturers in that endeavor.

Lecturers undergo a periodic evaluation the year before they receive a new 3 year contract, the year before a 3 year contract renews, or in their second semester of teaching/semester before a 1 year appointment is earned. As part of this periodic review, a classroom observation and debrief conversation will take place, conducted by a peer of equivalent or greater experience with expertise in the subject area. Classroom observations will be organized by the Lecturer Hiring, Appointment, and Evaluation Committee (LHAEC); lecturers are encouraged to volunteer their expertise in conducting observations as they are able.

The checklist and timeline offered below are intended to help the evaluation process be both as straightforward and as meaningful as is possible.

Constructing a WPAF

The WPAF (Working Personnel Action File) gives you an opportunity to represent your teaching effectiveness and expertise. Lecturers should refer to the Departmental Guidelines regarding Lecturer Teaching Effectiveness to guide their process in building a WPAF using a selection of these documents:

Mandatory documents:

- Current c.v. – please include courses taught at SFSU and any relevant professional development
- All SETE (teaching evaluations) for the period under review (1 semester -1 year for no contract or one year entitlement; past 3 years for renewing 3 year contracts; past 6 years for new 3 year contracts). Student comments should be included for all courses.
- Copies of previous TFEF (Temporary Faculty Evaluation Form) forms and administrative review documents from the period under review, if available.
 - New evaluations and classroom observation reports will be shared with the Lecturer and put in the file on the Lecturer's behalf

Optional, representative (not exhaustive) documents – LESS IS MORE!

- A brief personal statement/reflection on developments in your teaching (please see models or attend a WPAF workshop to learn more)
- A current syllabus
- Representative assignments, particularly those demonstrating a curricular development or revision
- Evidence of professional development efforts and a discussion of the impact of those efforts on teaching (usually summarized within the personal statement)
- Evidence of contributions to curriculum or the program
- Evidence or citation of voluntary service, including serving on departmental, university, or statewide committees; organizing intellectual events which benefit SF State students and the larger community; conducting classroom observations/mentoring colleagues, or publishing work that benefits the scholarly community or teaching at the University.
- Additional peer observation reports or letters
- Signed and dated letters from students (representative)

Documents should be organized in reverse chronological order with most recent documents and c.v. on top.

Timeline

- New and renewing 3 year contracts: WPAFs due by October 14, 2016
- 1 year appointment and adjunct Lecturers: WPAFS due by February 23, 2017

Definitions of Key Terms:

WPAF is defined as the “working personnel action file” and includes materials that represent a lecturer’s teaching, as well as past administrative and periodic observations (see below). The WPAF should include current syllabi, relevant teaching materials, all teaching evaluations for the period under review (typically the prior two semesters; in the case of renewing three year contract the prior six semesters), evidence of curricular revisions or innovations, classroom observation reports, and any other relevant documentation. Lecturer self-statements may be also be included (optional). Any faculty unit employee may also contribute to a Lecturer’s WPAF.

Pre-contract semester/year is defined as the semester/year before a lecturer receives either a new one-year appointment or three-year contract, or the semester before a three-year contract is renewed.

Lecturer Hiring, Appointment, and Evaluation Committee (LHAEC) is a tenured committee with representation from all divisions of the Department that employ lecturers. The LHAEC is charged with Periodic Evaluations (see below), wherein the committee will review a pre-contract lecturer candidate’s WPAF to arrive at an overall evaluation (satisfactory/unsatisfactory) and a reappointment recommendation to forward to the Lecturer and the Dean/HR. Lecturers may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation; rebuttals/responses will be added to the WPAF. Evaluations and classroom observations will be added to the candidate’s WPAF by the LHAEC.

Administrative Evaluation is defined as ongoing, yearly evaluation of instructors for whom a periodic evaluation is not required. Administrative evaluations of WPAFs will be conducted by the appropriate administrator designated by the Chair (typically, the Director of the Writing Program or appropriate Program Coordinator).

Periodic Evaluation is defined as a cumulative evaluation of the WPAF by the LHAEC covering the period under review, including classroom observations and administrative evaluations. The result of a periodic evaluation is a satisfactory/unsatisfactory determination based on the WPAF, a written statement authored by the committee, and a reappointment recommendation sent to the Dean/HR.

Classroom observation is defined as the observation of a single class session by a peer of equal or greater seniority with the appropriate background. The purpose of classroom observation is the regular oversight of teaching and affordance of development/mentoring opportunities to lecturers. Classroom observations will typically occur in the beginning of the spring semester or the candidate’s second semester teaching within the program OR during a pre-contract semester/year. Observers will contact the Lecturer whom they will observe at the earliest possible time to allow for preparation; per the CBA, Lecturers will receive at least five days of notice in writing of a classroom observation. Classroom observations result in an observation report to be submitted to the Chair of the LHAEC. The LHAEC oversees and organizes appropriate classroom observations; classroom observation reports will be added to the candidate’s WPAF by the LHAEC.