



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	9/11/2019
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-001-190
Title of Referral:	Review of Policy 1336, Periodic Evaluation of Temporary Faculty
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	2/12/2020

Your Name: Martin Sancho-Madriz

Your Email: mfsancho@cpp.edu

Title of Referral: Review of Policy #1336

Names and Titles of proponents: Martin Sancho-Madriz, AVP Faculty Affairs

Keywords: Lecturer evaluation, semester conversion, Interfolio, faculty affairs, lecturer evaluation calendar

Is there a deadline by when this referral needs to be considered by the Academic Senate?: Yes

Deadline Date: Mar 18, 2020

Justification for deadline: So that changes can start being implemented for the AY 2020-2021

Background: Policy #1336 (formerly UM Section 305.15) needs to be updated for semester conversion. In addition, this policy should be compared with equivalent policies at other CSU campuses and updated accordingly, it has been a while since the policy was last reviewed. Consideration of modifying the policy to set a university-wide calendar for annual lecturer reviews vs. individual calendars by each department is recommended. Reviewing and updating the current evaluation form is also recommended. Last, the policy should be modified to to implement electronic submission of all lecturer evaluation packets via Interfolio in the next or the following academic year.

Recommended Resources: Unit 3 Collective Bargaining Agreement
Department Chairs
Associate Deans
Deans
George Tejadilla, Interim Executive Director for Academic Personnel
Martin Sancho-Madriz, AVP Faculty Affairs

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/534329698/policy-1336--periodic_eval_temp_faculty_members.docx.pdf

Attachment 2: