



CSUF School of Nursing Temporary Faculty Orientation to Performance Review Methods

Spring, 2021 Guidelines

Components of Overview



University
Policy
Statement
(UPS)
Requirements
210.070



Using
Interfolio to
submit
documents



Documen-
tation of
teaching
components



Levels of
Review and
Rebuttal
Procedures



School of
Nursing
Checklist for
Temporary
Faculty

University Requirement for Performance Review

UPS 210.070 is the basis for your evaluation.

Expect to prepare a Work Performance Action File (WPAF) for evaluation **EVERY** year, unless notified otherwise, OR if you are in years 1 or 2 of a 3-year appointment.

Beginning in the 2020-2021 Academic Year All Part-time Lecturers will be required to submit their WPAF through the Interfolio Submission System.

Timeline begins the second semester that you are teaching; teaching must be consecutive.

UPS 210.070 Requirements for Submission

UPS [210.070](#) defines the four types of evaluations. The period of review is determined by the type of evaluation and employment status (:

- 6 -Year comprehensive evaluation
- Year 3 of 3 periodic evaluation
- Annual periodic evaluation
- Range Elevation Evaluation

UPS 210.070: Evaluation Criteria for Lecturers

- Six categories of review include (p 5-7):
- Compliance with university policies (V1.) i.e. Office Hours/syllabus
- Course environment conducive to learning (V.2) SOQs
- Effective implementation of syllabus (V.3) Student work
- Variety of instructional methods (V.4) Syllabus/student work
- Appropriate academic standards and accountability (V.5) Grade Distribution
- Disciplinary and pedagogical currency (V.6) FDC/professional certification/professional organization/relevant continuing education



Submitting Documents into Inferfolio

Interfolio Demonstration by

Mary Pons, *Administrative Analyst*

Faculty Affairs and Records

- Upload documents as a single document as often as possible (save into a single .pdf or scan into your computer into .pdf format as a single document)

Teaching documentation

- ❖ **Narrative** of teaching components; 1000 words max
 - ❖ Self-assessment of accomplishments in all aspects of assigned duties
 - ❖ Problem areas addressed, if present (e.g. SOQs below SON mean)
- ❖ **Student Opinion Questionnaires (SOQs)**
 - ❖ Each type of SOQ form (lab, lecture, online) generates a summary
 - ❖ Provide the semester summary for you as an instructor for every course taught
 - ❖ Include summer and intersession if you taught
- ❖ **Grade Distributions** – graded class lists for every class taught
 - ❖ You'll be expected to indicate that you "hold students to appropriate academic standards." You might use your awarded class averages to demonstrate this.
- ❖ School of Nursing **Summary form (table)** for SOQs and Grades if over one course assignment in the past year
- ❖ **Evidence of currency** in both instruction and your profession
 - ❖ FDC Workshop attendance
 - ❖ Nursing CEUs from workshops, conferences, trainings

Accessing Grade Lists:

[View All Articles and Sections](#)

Faculty Self Service

 **Graded Class List**
The graded class list provides a dashboard containing grading information about courses taught by term.

 **Faculty Center**
Use the Faculty Center to access the classes you are teaching and have taught (by semester), real-time class rosters, send emails to students, post grades online, advisee-related information including unofficial transcripts and search the class schedule.

 **Course Outlines/Syllabi**
Check list and sample outlines/syllabi incorporating all the information required by university policies.

 **Copyright Info for Courses**
Everything you need to know about building course packets, using electronic resources in your classes and other copyright information.

 **Titan Degree Audit & Planner**
Request Titan Degree Audit & Planner (TDA/TDP)

 **TitanNet**
EAB SSC Campus - Education Advisory Board Student Success Collaborative

Campus Resources

- [Academic Advising](#)
- [Academic Calendar](#)
- [Admissions & Records](#)
- [Extended Education](#)

Student Administration

Student Administration Student Administration	Campus Resources <ul style="list-style-type: none">Academic AdvisingAcademic CalendarAdmissions & RecordsExtended EducationFERPA InformationFinancial AidLibraryParkingStudent Financial Services	Training Resources <ul style="list-style-type: none">Training ResourcesTDA - User GuideTDA - Interactive Tutorial	CO Resources <ul style="list-style-type: none">CSYou SharePointCSYou Campus SolutionsCO Service-Now
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Click on TITAN Online and select Graded Class List to obtain your grade Distributions.

 TitanNet EAB SSC Campus - Education Advisory Board Student Success Collaborative	Titan Degree Audit & Planner Request Titan Degree Audit & Planner (TDA/TDP)		
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Human Resources

Human Resource	Campus Resources <ul style="list-style-type: none">Human ResourcesFaculty Affairs & RecordsCareer Center	Training Resources <ul style="list-style-type: none">HR Training ResourcesPayroll Forms	CO Resources <ul style="list-style-type: none">CSYou SharePointCSYou Human ResourcesCO Service-Now
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Accessing SOQs

The screenshot shows a university portal navigation menu on the left and a main content area on the right. A red arrow points from a callout box to the 'SOQ Faculty' link in the navigation menu.

Navigation Menu (Left):

- Parking Space Availability ☆
- Portal Help ☆
- Portal Messages ☆
- Qualtrics ☆
- Red Folder ☆
- Scholarships ☆
- ShareStream ☆
- SOQ Faculty** ☆
- Student Handbook ☆
- Student Title IX Training ☆
- Study Abroad ☆
- Textbook Adoption ☆
- Titan Advisors Network Employee ☆
- Titan Apps Employee ☆
- Titan Degree Audit & Planner ☆
- Titan Online ☆
- TitanCard Deposit ☆
- TITANIum Faculty ☆

Main Content Area (Right):

Everything you need to know about building course packets, using electronic other copyright information.

[Titan Degree Audit \(TDA\)](#)
Titan Degree Audit (TDA)

Employee Self Service

My Personal Profile

- [Personal Information](#)
- [Home Address](#)

My Benefits Information

- [Health Plans Summary](#)
- [Dependents Coverage](#)
- [Life and LTD Plans](#)
- [HCRA & DCRA - \(F\)](#)
- [Open Enrollment](#)
- [New Hire/Newly Eligible](#)
- [Life Event Changes](#)

My Payroll and Compensation

- [Compensation History](#)
- [Employee Pay Stub](#)

My Courses - Fall 2018

CSUF Student Handbook
- [View Course Material: 2018-2019 Student Handbook \(Free\)](#)

Fall 2018 HONR 497-65 19106 ([Add Course Attendance](#), [Download Honors Project](#))

Fall 2018 NURS 452-50 14898 ([Add Course Attendance](#), [Download Leadership/Management WEB-OC](#))

Fall 2018 NURS 470-51 14900 ([Add Course Attendance](#), [Download Art & Science of Nursing WEB-OF](#))
- [View Course Material: Adult Development+aging](#) ([Add to Titan](#))

Fall 2018 NURS 470-50 14899 ([Add Course Attendance](#), [Download Art & Science of Nursing WEB-OF](#))
- [View Course Material: Adult Development+aging](#) ([Add to Titan](#))

Callout Box:

In the Portal, Select "More Apps" from the left navigation bar and scroll down to find SOQs.

Scholarship & Creative Activities and University, Professional and Community Service

- ❖ Per **UPS 210.070** when a lecturer is appointed to a position that involves responsibilities other than classroom instruction, the evaluation is then based on performance criteria relevant to assigned duties (i.e. advising, effective course coordination and assessment, effective committee service, and **original scholarly and creative activity**)
- ❖ Evidence of relevant activities is needed such as, but not limited to, publications, presentations, creation of new materials (i.e. texts, study guides, collaborative research/scholarly activity that led to innovations) and/or evidence of leadership in a professional nursing organization
- ❖ **Evidence to support teaching** as well as the above categories should include items that highlight how you meet evaluation criteria
 - ❖ A representative syllabus for each course taught
 - ❖ Class assignments – Sample papers and/or exams, other instructional material
 - ❖ Classroom visitation reports (from peers)
 - ❖ Signed letters from students
- ❖ Emphasize **quality and representativeness** over quantity

Levels of Review for Temporary Faculty

- ❖ Full-time and Part-time faculty
 - Department Personnel Committee
 - Director of the SON
 - Dean of the College HHD
- ❖ Part-time faculty for an annual review
 - Department Personnel Committee
 - Director of the SON
- ❖ All Range Elevation: Four levels of review:
DPC, Director, Dean, and Provost

CSUF SCHOOL OF NURSING Evaluation Form for Temporary Faculty

Candidate Name: _____ **Date of Review:** _____

- | | | | |
|---|---|--|--|
| Evaluation Type: | Work Assignment | Sources of evidence: | <input type="checkbox"/> List of Teaching and other Workload Assignments |
| <input type="checkbox"/> Periodic | <input type="checkbox"/> Teaching | <input type="checkbox"/> Curriculum Vitae | <input type="checkbox"/> Previous Reviews |
| <input type="checkbox"/> Comprehensive (6 th year) | <input type="checkbox"/> Service | <input type="checkbox"/> Narrative Summary | <input type="checkbox"/> Summary Reports of SOQs |
| <input type="checkbox"/> Range Elevation | <input type="checkbox"/> Scholarly Activity | <input type="checkbox"/> Course Syllabi | <input type="checkbox"/> Student Opinion Questionnaires (SOQs) |
| | | <input type="checkbox"/> Currency in Field | <input type="checkbox"/> Other _____ |
| | | <input type="checkbox"/> Grade Distributions | |

	Exceeds Expectations	(3) Satisfactory	Needs Improvement	Unsatisfactory (1)	Not Applicable
EVALUATION OF TEACHING					
1. Compliance with University, College, and Department policies governing instructional duties as outlined in faculty handbooks and University Policy Statements. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Establishment of a course environment conducive to learning. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Effective use of a variety of instructional methods. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Pedagogical currency and disciplinary currency as related to teaching. Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION OF SERVICE (if applicable) Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION OF SCHOLARLY ACTIVITY (if applicable) Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING Optional Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDATION FOR ACTION (FOR COMPREHENSIVE EVALUATION OR RANGE ELEVATION ONLY) Rationale:	<input type="checkbox"/> 3-year appointment <input type="checkbox"/> No 3-year appointment				
SIGNATURES (alphabetical order)					
_____			_____		
DPC _____ Date _____			School Director _____ Date _____		
_____			_____		

CSUF SCHOOL OF NURSING Evaluation Form for Temporary Faculty

Candidate Name: _____ Date of Review: _____

Evaluation Type:

- Periodic
- Comprehensive (6th year)
- Range Elevation

Work Assignment

- Teaching
- Service
- Scholarly Activity

Sources of evidence:

- Curriculum Vitae
- Narrative Summary
- Course Syllabi
- Currency in Field
- Grade Distributions
- List of Teaching and other Workload Assignments
- Previous Reviews
- Summary Reports of SOQs
- Student Opinion Questionnaires (SOQs)
- Other _____

	Exceeds Expectations (4)	Satisfactory (3)	Needs Improvement (2)	Unsatisfactory (1)	Not Applicable
<p>EVALUATION OF TEACHING Compliance with University, College, and Department policies governing instructional duties as outlined in faculty handbooks and University Policy Statements. Optional Comments:</p>					
<p>Establishment of a course environment conducive to learning. Optional Comments:</p>					
<p>Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes. Optional Comments:</p>					
<p>Effective use of a variety of instructional methods. Optional Comments:</p>					
<p>Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study. Optional Comments:</p>					
<p>Pedagogical currency and disciplinary currency as related to teaching. Optional Comments:</p>					

Not Applicable	Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Exceeds Expectations (4)
<p>EVALUATION OF SCHOLARLY ACTIVITY (If applicable) Optional Comments:</p>				
<p>EVALUATION OF SERVICE (if applicable)</p>				

Rebuttal Process at each level of review



A required Rebuttal Form is found and submitted within Interfolio within a designated time period



Submit the Rebuttal Form even if there is not rebuttal to the review

Article 15.5 of the Unit 3 CFA/CSU Collective Bargaining Agreement (11/12/14-6/30/2021 version) and Section VIII of University Policy Statement 210.070 (12/3/2018 version) provide faculty with the right to respond at each review stage before the Working Personnel Action File is forwarded to the subsequent level of review. Faculty may elect to submit a rebuttal statement or response to an evaluation and/or to request a meeting with the evaluator(s) within ten (10) calendar days of receiving the evaluation. Copies of any written responses will be shared with all previous levels of review, any future evaluators, and will become incorporated into the Personnel Action File.

Complete all of the fields in the table below. If you wish to submit a written response, provide it in the section below. After completion, upload this form in Interfolio as the “Response” document to the evaluation shared with you by the evaluator(s).

Today's Date	
Name	
Department	School of Nursing
For which rebuttal period/evaluator(s) is this being submitted (DPRC, Chair or Dean)?	
Do you wish to submit a written response to your evaluation (YES or NO)?	
Do you wish to schedule a meeting with the evaluator(s) (YES or NO)?	

Written Response (if applicable):

Response to Rebuttal

- ❖ The response to a rebuttal, if one is entered with comments by the candidate, is sent to the next level of review
- ❖ Be sure to submit the Rebuttal Form within the time period given to you by 5:00pm on the due date.
- ❖ After the designated rebuttal time period, the Interfolio files will be forwarded and no longer available to the DPC

Questions?

xxxx



Temporary Faculty Resources for Spring, 2021 Interfolio Submission

❖ Faculty Affairs and Records Workshops in 2021

- January 19, 2021 10:00 –11:30 am
<https://fullerton.zoom.us/j/89020389713>
- January 20, 2021 2:30 – 4:00 pm
<https://fullerton.zoom.us/j/84488114582>
- January 26, 2020 10:30 – 12 noon
<https://fullerton.zoom.us/j/82490353760>