CAL POLY
Academic Senate

Academic Senate Annual Retreat | Agenda
Friday, September 12, 2025 | 1:10 – 5:00 p.m.
UU 220 | https://calpoly.zoom.us/j/84305585328

1. **Welcome and Working Lunch**   1:10 to 1:20 p.m.
   Jerusha Greenwood, Academic Senate Chair

2. **Cozy Conversations in Pleasant Company**   1:20 to 1:30 p.m.
   Jerusha Greenwood, Academic Senate Chair

3. **President's Report**   1:30 to 2:00 p.m.
   Jeffrey D. Armstrong, President

4. **Provost's Report**   2:00 to 2:30 p.m.
   Al Liddicoat, Interim Provost and Executive Vice President

5. **Break**   2:30 to 2:45 p.m.

6. **Streamlining Faculty Evaluation Processes** (pp. 2-14)   2:45 to 3:45 p.m.
   Ken Brown, Chair, Faculty Affairs Committee

7. **Semester Conversion and Integration Updates**   3:45 to 4:45 p.m.
   Rachel Fernflores, Director and Project Manager of Semester Conversion

8. **Conclusion**   4:45 to 5:00 p.m.
   Jerusha Greenwood, Academic Senate Chair

FACULTY EVALUATION STREAMLINING — Overview
Ken Brown, Academic Senate Faculty Affairs Committee Chair

Summary of Purpose

FAC develops faculty evaluation policies for the University Faculty Personnel Policies document (UFPP) through the Academic Senate following robust consultation in the colleges and library. In Spring 2023 Provost Jackson-Elmoore asked the Faculty Affairs Committee to develop university policy aimed at streamlining our rather encumbered faculty evaluation processes. FAC has already implemented some changes to evaluation policies (e.g. limiting post-tenure evaluation, standardizing a 2-year retention pattern). FAC will be proposing and consulting with colleges and the Senate on several policy and procedural changes for faculty evaluation ideally effective in Fall 2026.

Background: System Level Constraints from Collective Bargaining Agreement

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- **Mandatory evaluation cycles**
  - Annual evaluations for probationary TT faculty (including periodic and RPT)
  - Annual evaluations of lecturers not on 3-year contracts
  - Cumulative evaluations of lecturers for 3-year contracts
  - Maximum 5-year interval for post-tenure evaluation
- **Mandatory WPAF materials**
  - Whatever the campus requires
  - Index of contents
- **Faculty review committee configurations**

Background: Local Options for Policy Allowed by Collective Bargaining Agreement

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- **Any of our currently locally required documents for WPAF beyond the index.** Includes:
  - Professional Development Plan
  - Any narratives required by colleges or departments
  - Institutional data compiled for WPAF
  - Instructional materials
  - Documentation of professional growth and achievement
- **Observation of instruction** (per requirements if it occurs)
  - Currently UFPP requires observation of instruction for all evaluations
- **How student evaluation data are used in evaluation**
  - Cal Poly requires use of student evaluation results in faculty evaluation
- **Nature of evaluation reports** (AP109 forms, Dean's reports)
- **Separate DPRC & chair/head department level review**

Questions to shape streamlining

- **What minimally should be required in WPAFs?**
- **What should be the required responsibilities of evaluators?**
- **How can evaluation reports be improved to clarify their content and impact?**
- **How can periodic and performance evaluations differ in workload?**

FACULTY EVALUATION STREAMLINING — Overview
Ken Brown, Academic Senate Faculty Affairs Committee Chair

Proposed Streamlining Ideas

- **New Faculty Self Evaluation Report**
    - Summarizes evidence and makes projections
    - Subsumes functions of and replaces
        - Professional Development Plan
        - Any narratives required to be prepared for WPAF
- **Adjustments to DPRC and Chair/Head Evaluation Reports**
    - Responds to and comments on Faculty Self Evaluation Report
    - Provides recommendations for next evaluation
    - As needed, states requirements for next evaluation
- **Distinguish between periodic and performance evaluations**
    - Limit required observation of instruction by policy to periodic evaluations
    - Observation of instruction optional or required ad hoc under specific conditions for performance evaluations (viz. RPT, range elevation)
    - Retention evaluation focuses more on professional growth & achievement
- **Limit required evidence in WPAF**
    - Set the scope and limit of required materials by evaluation type
    - Set a period for the evaluation to limit required materials
    - Rely on prior evaluation reports for evidence from prior evaluation periods
- **Institutional instructional assignment data provided to faculty**
    - Administration provides any institutional instructional assignment data to faculty in final form
        - E.g. grade distributions, student evaluation data
    - Allow for accuracy check
- **Additional policy issues**
    - Clarify rebuttal periods and processes
    - Guidance about evaluation of instruction
    - Specific policy about evaluation of professional growth & achievement, and of service
    - Update office hours for semesters

FAC Membership

Chair	Ken Brown	Non-voting
Academic Personnel	Simone Aloisio	Voting, ex officio
ASI	Jackson Martinez	Voting, ex officio
BCSM	Vidya Schalk	Voting
CAED	VACANT	Voting
CAFES	Luis Castro	Voting
CENG	James Mealy	Voting
CLA	Kylie Parrotta	Voting
OCOB	Stern Neill	Voting
PCS	Zach Vowell	Voting
Solano	Taiyo Inoue	Voting
Academic Senate Chair	Jerusha Greenwood	Non-voting, ex officio

5/15/25

Standard Pattern of Required Evaluations: TT Faculty

Year	Fall Quarter	Winter Quarter	Spring Quarter
1		Periodic	
2	Retention		
3		Periodic	
4	Retention		
5		Periodic	
6	Promotion & Tenure		
7			
8			
9			
10			
11		Periodic Post-Tenure	

Standard Pattern of Required Evaluations: Lecturers

Year	Fall Quarter	Winter Quarter	Spring Quarter
1		Periodic	
2		Periodic	
3		Periodic	
4		Periodic	
5		Periodic	
6		Six Year Cumulative (12.12)	
7			
8			
9		Three Year Cumulative (12.13)	

Standard Pattern of Required Evaluations: TT Faculty

Year	Fall Semester	Spring Semester
1		Periodic
2	Retention	
3		Periodic
4	Retention	
5		Periodic
6	Promotion & Tenure	
7		
8		
9		
10		
11		Periodic Post-Tenure

Standard Pattern of Required Evaluations: Lecturers

Year	Fall Semester	Spring Semester
1		Periodic
2		Periodic
3		Periodic
4		Periodic
5		Periodic
6		Six Year Cumulative (12.12)
7		
8		
9		Three Year Cumulative (12.13)

Pattern of Required Evaluations for TT Faculty (semesters)

Year	Fall	Spring	Primary Function of Evaluation	Instructional Evidence Scope	Observation of Instruction	Professional Growth & Achievement Evidence Scope	Professional Growth & Achievement
1		Periodic	Initial evaluation of instruction and guidance about PG&A	Year 1-Fall	Required	Year 1-Fall	Recommendations
2	Retention		Assessment of PG&A in relation to Promotion/Tenure and followup on Instruction	Year 1-Fall through Year 1-Spring	Optional or required ad hoc	Year 1-Fall through Year 1-Spring	Assessment in relation to criteria
3		Periodic	Continued evaluation of instruction and guidance about PG&A	Year 2-Fall through Year 3-Fall	Required	Year 2-Fall through Year 3-Fall	Recommendations
4	Retention		Assessment of PG&A in relation to Promotion/Tenure and followup on Instruction	Year 2-Fall through Year 3-Spring	Optional or required ad hoc	Year 2-Fall through Year 3-Spring	Assessment in relation to criteria
5		Periodic	Evaluation of instruction for Promotion/Tenure and guidance about achievement in PG&A for Promotion/Tenure	Year 4-Fall through Year 5-Fall	Required	Year 4-Fall through Year 5-Fall	Recommendations
6	Promotion & Tenure		Achievement of PG&A and assessment of Instruction in relation to Promotion/Tenure criteria	Year 4-Fall through Year 5-Spring	Optional or required ad hoc	Year 1-Fall through Date WPAF Closes	Assessment in relation to criteria
7							
8							
9							
10							
11		Post-Tenure Periodic		Year 7-Fall through Year 11-Fall	Required	Date Promotion/Tenure WPAF Closed through Year 11-Fall	Recommendations

Pattern of Required Evaluations for Lecturer Faculty (semesters)

Year	Fall	Spring	Primary Function of Evaluation	Evidence Scope	Observation of Instruction	Professional Growth & Achievement
1		Periodic	Instructional Performance and qualification and currency in relation to appointment	Year 1-Fall	Required	Recommendations as needed
2		Periodic	Instructional Performance and qualification in relation to appointment	Year 1-Spring through Year 2-Fall	Required	Recommendations as needed
3		Periodic	Instructional Performance and qualification in relation to appointment	Year 2-Spring through Year 3-Fall	Required	Recommendations as needed
4		Periodic	Instructional Performance and qualification in relation to appointment	Year 3-Spring through Year 4-Fall	Required	Recommendations as needed
5		Periodic	Instructional Performance and qualification in relation to appointment	Year 4-Spring through Year 5-Fall	Required	Recommendations as needed
6		Six Year Cumulative (12.12)	Instructional Performance and qualification in relation to appointment	Year 5-Spring through Year 6-Fall	Required	Recommendations as needed
7						
8						
9		Three Year Cumulative (12.13)	Instructional Performance and qualification in relation to appointment	Year 7-Fall through Year 9 Fall	Required	Recommendations as needed

Minimally Required WPAF Evidence for TT Faculty

Evaluation	Evaluations starting in Fall	Evaluations starting in Spring	Instructional Evidence Scope	Instructional evidence	Observation of Instruction	Professional Growth and Achievement Evidence Scope	Professional Growth and Achievement	Service	Other
First Year Periodic		Periodic	Year 1-Fall	Sample course materials for each course taught within scope	Required	Year 1-Fall	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Second Year Retention	Performance		Year 1-Fall through Year 1-Spring	Sample course materials for each course taught within scope	Optional (or required ad hoc)	Year 1-Fall through Year 1-Spring	• CV • Documentation (within scope) • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Third Year Periodic		Periodic	Year 2-Fall through Year 3-Fall	Sample course materials for each course taught within scope	Required	Year 2-Fall through Year 3-Fall	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Fourth Year Retention	Performance		Year 2-Fall through Year 3-Spring	Sample course materials for each course taught within scope	Optional (or required ad hoc)	Year 2-Fall through Year 3-Spring	• CV • Documentation (within scope) • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Fifth Year Periodic		Periodic	Year 4-Fall through Year 5-Fall	Sample course materials for each course taught within scope	Required	Year 4-Fall through Year 5-Fall	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Early Promotion w/o Tenure	Performance		Year 4-Fall through Year 4-Spring	Sample course materials for most recent versions of courses taught within scope	Optional (or required ad hoc)	Year 1-Fall through WPAF close date	• CV • Documentation (within scope) • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Promotion & Tenure, or Tenure after Early Promotion	Performance		Year 4-Fall through Year 5-Spring	Sample course materials for most recent versions of courses taught within scope	Optional (or required ad hoc)	Year 1-Fall through WPAF close date	• CV • Documentation (within scope) • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Post-Tenure Periodic		Periodic	Fall after last evaluation through Fall prior to start of evaluation	Sample course materials for most recent versions of courses taught within scope	Required	Tenure date through Fall prior to start of evaluation	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Post-Tenure Promotion	Performance		Fall after last evaluation through Spring prior to start of evaluation	Sample course materials for most recent versions of courses taught within scope	Required if > 3 years after prior observation	Tenure WPAF close date through Promotion WPAF close date	• CV • Documentation (within scope) • Described in FSER	• CV • Described in FSER	• CV • Described in FSER

Minimally Required WPAF Evidence for Lecturer Faculty

Evaluation	Instructional Evidence Scope	Instructional evidence	Observation of Instruction	Professional Growth and Achievement (as relevant to nature of appointment)	Service (as relevant to nature of appointment)	Other
First Year Periodic	Year 1-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Second Year Periodic	Year 1-Spring through Year 2-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Third Year Periodic	Year 2-Spring through Year 3-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Fourth Year Periodic	Year 3-Spring through Year 4-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Fifth Year Periodic	Year 4-Spring through Year 5-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Sixth Year Cumulative (12.12)	Year 5-Spring through Year 6-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Three Year Cumulative (12.13)	Year 1-Fall	Sample course materials for each course taught within scope	Required	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER
Range Elevation	Fall after prior Evaluation through Immediately Prior Fall	Sample course materials for most recent versions of courses taught within scope	Optional (or required ad hoc)	• CV • Described in FSER	• CV • Described in FSER	• CV • Described in FSER

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AP 109 - FSER
Faculty Self Evaluation Form
https://academic-personnel.calpoly.edu/content/policies/rpt

NAME: Click or tap here to enter text.   **DATE:** Click to enter a date.

COLLEGE: **DEPARTMENT:**
Choose an item.   Click or tap here to enter text.

FACULTY RANK: Choose an item.

This is an evaluation for (check applicable action): ☐ Retention to a Choose an item. probationary year.

☐ Promotion   ☐ Early Promotion   ☐ Tenure   ☐ Early Tenure

FACTORS OF CONSIDERATION

University Personnel Action Procedures and Criteria: http://www.academic-personnel.calpoly.edu/ → Policies and Procedures

*I. Teaching Performance and/or Other Professional Performance: Consider such factors as your competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student advising, and other factors relating to performance as an instructor. (Include your reflections on the results of Student Evaluation Program.)

*Nonteaching academic personnel are to be evaluated on their professional performance.

Summarize Evidence in Working Personnel Action File (WPAF):
Click or tap here to enter text.

Reflect on Previous Evaluation:
Click or tap here to enter text.

Plans for Next Five Years:
Click or tap here to enter text.

II. Professional Growth and Achievement: Consider such factors as your educational background and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, publications, presentation of papers at professional and scholarly meetings, and external validation of scholarly activities.

Summarize Evidence in Working Personnel Action File (WPAF):
Click or tap here to enter text.

Reflect on Previous Evaluation:
Click or tap here to enter text.

Plans for Next Five Years:
Click or tap here to enter text.

III. Service to University, Students, and Community: Consider such factors as your participation in academic advisement; placement follow-up; co-curricular activities; diversity-related activities; department, college and university committees; Academic Senate and its committees; individual assignments; systemwide assignments;

and service in community affairs directly related to your teaching area, as distinguished from those contributions to more generalized community activities.

Summarize Evidence in Working Personnel Action File (WPAF):

Click or tap here to enter text.

Reflect on Previous Evaluation:

Click or tap here to enter text.

Plans for Next Five Years:

Click or tap here to enter text.

IV. **Other Factors of Consideration:** Consider such factors as collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions); initiative; cooperativeness; and dependability.

Summarize Evidence in Working Personnel Action File (WPAF):

Click or tap here to enter text.

Reflect on Previous Evaluation:

Click or tap here to enter text.

Plans for Next Five Years:

Click or tap here to enter text.

By signing below, I acknowledge that I submitted the above information.

_____   _____
Signature   Date

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AP 109 – Department Chair/Head

Performance Evaluation Form
Department Chair/Head
https://academic-personnel.calpoly.edu/content/policies/rpt

NAME: Click or tap here to enter text.   **DATE:** Click to enter a date.

COLLEGE: **DEPARTMENT:**
Choose an item.   Click or tap here to enter text.

FACULTY RANK: Choose an item.

This is an evaluation for (check applicable action): ☐ Retention to a Choose an item. probationary year.

☐ Promotion   ☐ Early Promotion   ☐ Tenure   ☐ Early Tenure

FACTORS OF CONSIDERATION

Justification for Recommendations

*(Reference: **University Personnel Action Procedures and Criteria**: http://www.academic-personnel.calpoly.edu/→Policies and Procedures) Evaluative statements should be accompanied by supporting evidence. If the evidence does not appear to support the recommendations made, the file will be returned to the reviewing levels for amplification.*

The evaluator should review effectiveness of the faculty member primarily during this evaluation period. The evaluation should reflect both (1) evidence of merit and (2) suggested areas for improvement. Reference any resources used for evaluation; such as class visitation, conferences, and materials provided by the faculty member. If more space is needed, use an additional page.

*I. Teaching Performance and/or Other Professional Performance: Consider such factors as the faculty member's competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student advising, and other factors relating to performance as an instructor. (Include results of Student Evaluation Program.)

*Nonteaching academic personnel are to be evaluated on their professional performance.

Comment on Evidence in WPAF and Self Evaluation Report:
Click or tap here to enter text.

Recommendations for Next Evaluation:
Click or tap here to enter text.

Requirements for Next Evaluation:
Click or tap here to enter text.

II. Professional Growth and Achievement: Consider such factors as the faculty member's educational background and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, publications, presentation of papers at professional and scholarly meetings, and external validation of scholarly activities.

Comment on Evidence in WPAF and Self Evaluation Report:
Click or tap here to enter text.

Recommendations for Next Evaluation:

Click or tap here to enter text.

Requirements for Next Evaluation:

Click or tap here to enter text.

III. **Service to University, Students, and Community:** Consider such factors as the faculty member's participation in academic advisement; placement follow-up; co-curricular activities; diversity-related activities; department, college and university committees; Academic Senate and its committees; individual assignments; systemwide assignments; and service in community affairs directly related to the faculty member's teaching area, as distinguished from those contributions to more generalized community activities.

Comment on Evidence in WPAF and Self Evaluation Report:

Click or tap here to enter text.

Recommendations for Next Evaluation:

Click or tap here to enter text.

Requirements for Next Evaluation:

Click or tap here to enter text.

IV. **Other Factors of Consideration:** Consider such factors as collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions); initiative; cooperativeness; and dependability.

Comment on Evidence in WPAF and Self Evaluation Report:

Click or tap here to enter text.

Recommendations for Next Evaluation:

Click or tap here to enter text.

Requirements for Next Evaluation:

Click or tap here to enter text.

V. **Recommendations:**

On the basis of the foregoing evaluation, I recommend the action(s) listed below:

I RECOMMEND:

RETENTION TO:

Choose an item.

☐ **NON-RETENTION**

☐ **PROMOTION**   ☐ **NON-PROMOTION**

☐ **EARLY PROMOTION**   ☐ **NON-EARLY PROMOTION**

☐ **TENURE**   ☐ **NON-TENURE**

☐ **EARLY TENURE**   ☐ **NON-EARLY TENURE**

By signing below, I agree with the above evaluation and acknowledge my evaluation resulted from thorough review of the Personnel Action File (PAF), including student evaluations, and the Working Personnel Action File (WPAF). My signature also certifies that I did not copy, share or reproduce the documents and materials contained within the candidate's PAF or WPAF.

_____
Click or tap here to enter text., Department Chair/Head

_____
Date