

**California State University Channel Islands**  
**2023-24 Temporary Counselor Evaluation Schedule (SP 17-09)**

	<b>Evaluation</b>	
Deadline for Submission of <b>Portfolio in Interfolio</b> <sup>2,3</sup>	2/2/24	
Level of Review  (After each level of review, a candidate may respond. <sup>4</sup> )	Review Begins	Written Recommendation to Faculty Member
Chair or Program Committee <sup>5</sup>	2/5/24	3/1/24
Director or Appropriate Administrator	3/11/24	4/5/24

<sup>1</sup> The Working Personnel Action File (WPAF), called the Portfolio in this policy, shall be defined as that file specifically generated for use in a given evaluation cycle. That file shall include all required forms and documents, all information specifically provided by the employee being evaluated. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted. (Article 15.8 of the Unit 3 Collective Bargaining Agreement). The WPAF materials are incorporated by reference into the Personal Action File (PAF). (Article 15.9 of the Unit 3 Collective Bargaining Agreement).

<sup>2</sup> The Portfolio is required for all full-time lecturer faculty being evaluated, and optional, at the discretion of the lecturer faculty, for part-time lecturer faculty being evaluated. For part-time lecturer faculty who choose not to prepare a Portfolio, the review will be based on the PAF.

<sup>4</sup> The Collective Bargaining Agreement states, “At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reason therefore. The faculty unit employee 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. This shall not require that evaluation timelines be extended.” (15.5)

<sup>5</sup>Full-time lecturers: “The first stage of review will be by a committee of tenured faculty appointed according to the program’s by-laws. The program chair, if tenured, may be a member of the committee. A committee will have between 2 and 5 members.” Part-time lecturers: “The chair or equivalent . . .will provide a written evaluation.” (SP 17-09)