

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 700 (LECTURERS)**

Humanities

Central American and Transborder Studies

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

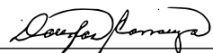

BACKGROUND INFORMATION:

1. Were lecturers consulted? Yes - No - Date of consultation: 11/03/2023
2. **CHECK ONE:** Are proposed changes those of College - or Department - procedures?
3. Date that current proposed changes were sent forward: N/A
4. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: N/A
 - b. Indicate the date the CPC voted to approve the proposed changes: N/A
5. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
6. (Optional) Briefly state the rationale for your proposed changes: To reflect the new name of the department.
Department of Central American and Transborder Studies.

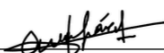


Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed Cover Sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	Douglas Carranza	11/14/2023
Chair, Department Personnel Committee		Date
	Florence Kyomugisha	11/14/2023
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Ana Sánchez-Muñoz	03/28/2024
Chair, College Personnel Committee		Date
	Dean: Jeffrey Reeder	3/29/2024
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

<p>(for PP&R use only)</p> <p align="center"><u>SP 2024</u></p> <p align="center">Approval Date</p>	<p align="center">FA 2024</p> <p align="center"><u>FA 2027 for changes in criteria</u></p> <p align="center">Effective Date (see attached)</p>	<p align="center"><u>FA 2028</u></p> <p align="center">Date of Next Review</p>
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Department of Central American and Transborder Studies

Lecturer Faculty Policies and Procedures Fall 2024

I. CRITERIA FOR EVALUATION PROCEDURES:

The Department of Central American and Transborder Studies follows the criteria set forth by Section 700 for the Evaluation of Temporary Academic Personnel. In addition, the following criteria are presented to supplement Section 700 of the *Administrative Manual* in the review of Central American and Transborder Studies Temporary Academic Personnel.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS:

A. Class Visits.

All Lecturers teaching in the Department of Central American and Transborder Studies will be visited once per academic year by a member of the Department Personnel Committee or their designee. Designees must be tenured faculty members. Class visit reports must be provided to the faculty member within fourteen (14) calendar days of the class visit.

B. Student Evaluations.

Student evaluations will be administered for each Lecturer in two classes per academic year. If the lecture is assigned fewer than two classes, then evaluations will be administered for all assigned classes. Student evaluations of two classes of Lecturers in their first year of service at this University will be administered in both Fall and Spring semesters. All classes will have evaluations administered for first year lecturers who have fewer than two classes assigned during each semester.

C. Student Feedback Procedures.

Announcement of the Lecturer's upcoming evaluation will be made in Central American and Transborder Studies classes and posted on the Department's Bulletin Board. Students will be given the opportunity to submit written, identified comments to the Department Personnel Committee regarding the teaching performance of the candidate consistent with Section 700 procedures.

D. Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in Section 700, the Department of Central American and Transborder Studies will afford special recognition to the following:

1. Pedagogical strategies that provide evidence of innovative approaches to teaching activities, especially as they complement the field of Central American and Transborder Studies.
2. Teaching courses, workshops, or presenting pedagogical talks in universities in other parts of the U.S. as well as in other countries.
3. The design of materials and textbooks that contribute to the development and teaching of the newly emerged area of studies in Central American and Transborder Studies.
4. Mentorship of students carrying out fieldwork or original research.
5. Contributions to the Field of Study that document the currency of faculty's scholarship in the discipline of Central American and Transborder Studies.