

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

Humanities

Chicana/o 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: 11/2/2023-11/3/2023
2. **CHECK ONE:** Are proposed changes those of College - or Department - procedures?
3. Date that current proposed changes were sent forward: 11/3/2023
4. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 11/3/2023
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
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: No changes at this time.

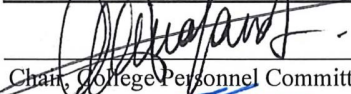

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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)

	Martha Escobar	11/3/2023
Chair, Department Personnel Committee		Date
	Rosa Rivera Furumoto	11/3/2023
Department Chair		Date

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

	CPC Chair: Ana Sanchez-Munoz	11/8/23
Chair, College Personnel Committee		Date
	Dean: Jeffrey Reeder	11/8/23
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)

SP 2024
Approval Date

FA 2024
FA 2027 for changes in criteria
Effective Date (see attached)

FA 2028
Date of Next Review

Department of Chicana and Chicano Studies
Personnel Procedures for Temporary Academic Personnel
Approved March 2019

- I. Criteria for Range Elevation
 - a. Lecturers shall demonstrate achievement appropriate to their work assignments and the mission of the University.
 - b. Lecturers must continue to demonstrate professional development since their initial appointment or last range elevation.
 - c. Accumulated teaching experience is not considered sufficient for range elevation.

- II. Procedure
 - a. Each lecturer shall establish and maintain a Professional Information File (PIF). The PIF provides materials for the Department Chair and the College Dean to determine “the applicant’s attainment of minimum qualifications for elevation to the next higher salary range” (Section 700).
 - b. The information provided in the PIF should not duplicate what is in the Personnel Action File (Section 700).
 - c. Professional Development Materials for PIF
 1. The PIF must include “the lecturer’s written request for consideration by the Department Chair” for a salary range elevation (Section 700).
 2. The Department of Chicana and Chicano Studies recognizes materials for the following areas of professional accomplishments as demonstration of professional development:
 - a) Scholarly activities – Examples of this include (but are not limited to) articles, scholarly books, book chapters, translations of major scholarly works, editorship of books or journals, external grant proposals, public scholarship or community-based research products, conference presentations, instructional materials, and workshops.
 - b) Creative activities – Examples of this include (but are not limited to) literary compositions in any genre, musical compositions, and/or arrangements, artistic creations, performances on film, performances in concerts and venues of established prestige, performances in national and international festivals, exhibition of creative works in theaters, museums, galleries, and film production (writer, director or producer).