

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

COBAE _____
COLLEGE

Management _____
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) 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 cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward November 14, 2018
3. Department or College initiating proposed changes Management Department
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). To align written Department Policy with practices. LECT

5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: ___/___/___
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: ___/___/___

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FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Richard W. Moore	<u>Richard W. Moore</u>
Chair, Department Personnel Committee	<u>12/13/18</u> Date
David Miller	<u>[Signature]</u>
Department Chair	<u>12/13/18</u> Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]	<u>12/21/2018</u>
Chair, College Personnel Committee	Date
[Signature]	<u>12/21/18</u>
College Dean	Date
[Signature]	<u>08/21/2019</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only) <u>08/21/2019</u> Approval Date	Fall 2022 for changes in criteria <u>07/01/2019</u> Effective Date (see attached)	<u>Fall 2023</u> Date of Next Review
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Revised 10.16

DEPARTMENT OF MANAGEMENT
PERSONNEL PROCEDURES
Approved By Department March 13, 2019

CRITERIA AND PROCEDURE FOR MAKING JUDGMENTS (Section 700)

As prescribed in Sections 700 of the Administrative Manual, data relevant to teaching effectiveness and professional engagement will be considered for each lecturer eligible for reappointment, promotion, or advancement on the salary scale. Substantial evidence of high teaching effectiveness is required.

I. Teaching Effectiveness

A. Teaching effectiveness is a critical criterion for subsequent appointment. Evidence of teaching effectiveness shall be of primary importance.

B. Procedures for Making Class Visits (Sections 700). Each academic year, the following Class Visit schedule will be arranged:

1. All full-time lecturers in their first year at CSUN will receive -one visit in each of the first two semesters. Part-time lecturers will receive one visit during their first year at CSUN. Faculty designated by the Chair of the Department Personnel Committee to visit classes of faculty for the purpose of evaluating their teaching must be tenured faculty within the Department.
2. All other lecturers will be visited after having taught 24 units since their previous class visit or once every two academic years, whichever comes first, by a tenured faculty member designated by the Chair of the Department Personnel Committee
3. A memorandum identifying the lecturers to be visited and those who will do the visiting will be sent to all individuals affected in the beginning of each semester. Visits will be scheduled with the agreement of the individual being evaluated. The date chosen and agreed upon will exclude any dates and/or times that would be inappropriate for a visit (e.g., days scheduled for exams or exam reviews, guest speakers).
4. A feedback meeting will be held between the faculty member who conducted the visit and the one who was visited within two weeks after the visit. Information and supporting materials regarding teaching effectiveness may be placed in the candidate's Professional Information File.
5. An evaluation report will be prepared per Section 700.

II. Student Evaluation of Teaching Effectiveness: Procedures for Collecting Written Student Evaluations of Teaching Effectiveness.

A. An on-line student evaluation questionnaire, approved by the department faculty, will be administered in each class being evaluated. The questionnaire also provides students with an opportunity to submit open-ended comments about the class and the

instructor. Normally each section of each course in the Department of Management will be evaluated each semester. Each faculty member of the Department shall provide for a student to Administer and collect the student evaluation faculty forms according to the time and method for collecting data provided by the College. These student evaluations shall be anonymous and shall be provided to the faculty member only after the semester grades have been submitted to the Department. In accordance with Section 700 both the quantitative and qualitative (free-form) response data shall be included in the Personnel Action File.

- B. The faculty member may also develop additional methods to determine student learning and student attitudes toward the instructor's teaching effectiveness. These data may be placed in his or her Professional Information File.