

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

DNCBE

Management

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: _____

2. **CHECK ONE:** Are proposed changes those of College - or Department procedures?

3. Date that current proposed changes were sent forward: April 23, 2024

4. For Department Personnel Procedures:

- a. Indicate the date the department faculty voted to approve the proposed changes: April 22, 2024
- 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: Changed some wording slightly to refer specifically to "Student Evaluations of Faculty (SEFs)"

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)

Deone Zell Deone Zell 4-23-2024
Chair, Department Personnel Committee Date

Phil Gorman Phil Gorman 4-23-2024
Department Chair Date

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

Lois Shelton 5/1/2024
CPC Chair: Lois Shelton Date

Chandra Subramaniam 5/2/24
College Dean Date

Sylvia Macauley May 31, 2024
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	FA 2024	FA 2028
<u>SP 2024</u>	<u>FA 2027 for changes in criteria</u>	<u>FA 2028</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF MANAGEMENT
PERSONNEL PROCEDURES
Approved by Department April 22, 2024

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 Evaluations of Faculty (SEF): Procedures for Collecting Written Student Evaluations of Faculty (SEF).
- 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.