

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

HUM _____

MCLL _____

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: October 2023

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

3. Date that current proposed changes were sent forward: 3/15/2019 / 31/10/2023

4. **For Department Personnel Procedures:**

- a. Indicate the date the department faculty voted to approve the proposed changes: March 14 and 15, 2019 / 31/10/2023
- b. Indicate the date the CPC voted to approve the proposed changes: _____

5. **For College Personnel Procedures:**

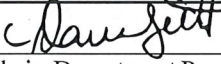
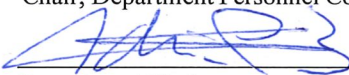
- a. Indicate the date the college faculty voted to approve the proposed changes: _____

6. (Optional) Briefly state the rationale for your proposed changes: No proposed changes to the MCLL Dept. Personnel Procedures-Section 700

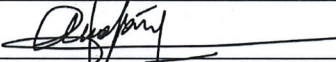


Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- 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)

	DPC Chair: Danielle Spratt	2023/24
Chair, Department Personnel Committee		Date
	Dept. Chair: Adrian Perez-Boluda	10/31/2023
Department Chair		Date

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

	CPC Chair: Ana Sanchez-Munoz	11/03/2023
Chair, College Personnel Committee		Date
	Dean: Jeffrey Reeder	06 NOV 2023
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 Modern and Classical Languages and Literatures

ADDITIONAL PERSONNEL PROCEDURES

For Evaluation of Lecturers

Addition to Administrative Manual:

A Department Personnel Committee shall be elected by the full-time tenure-track Faculty of the Department. The committee shall consist of three members. The Personnel Committee members shall meet the requirements of Section 700 and complete responsibilities required by Section 700.

Lecturers shall be evaluated using the procedures described for tenure track faculty and subject to the following requirements:

Teaching Effectiveness refers to the instructor's success in providing learning experiences well designed to achieve the educational objectives of classroom instruction, student laboratories, and individual student projects, research, and field work. The evaluation of teaching effectiveness is based upon procedures established by the Department.

A. Class Visits:

(1) Lecturers will be evaluated in their first semester of teaching and, thereafter, at least once every 24 units taught or every (3) years, whichever comes sooner. Additionally, lecturers without entitlement will be evaluated in their third semester of consecutive teaching; lecturers with Y 1 entitlement will be evaluated in their first year of consecutive teaching; and lecturers with Y 3 entitlement will be evaluated in their second year of teaching.

B. Student Evaluations:

(1) Student evaluations of teaching effectiveness must be made in all classes for lecturers. The appropriate forms, approved for this purpose by the Department, must be used.