

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

CSBS

Psychology

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: 10/12/23
2. **CHECK ONE:** Are proposed changes those of College -  or Department -  procedures?
3. Date that current proposed changes were sent forward: 11/02/23
4. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 11/03/23
  - b. Indicate the date the CPC voted to approve the proposed changes: 11/03/23
5. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: 4/25/24
6. (Optional) Briefly state the rationale for your proposed changes: Some minor changes in wording to stay in compliance with Section 700.

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto: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)**

<u>Mark P. Otten</u>	DPC Chair: Mark Otten	4/15/24
Chair, Department Personnel Committee		Date
<u>Jill Razani</u>	Dept. Chair: Jill Razani	12/8/23
Department Chair		Date

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

<u>Jill L. Quilici</u>	CPC Chair: Jill Quilici	4/25/24
Chair, College Personnel Committee		Date
<u>Yan Searcy</u>	Dean: Yan Searcy	<u>4. 25. 24</u>
College Dean		Date
<u>Sylvia Macauley</u>	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

<b>(for PP&amp;R use only)</b>	<b>FA 2024</b>	
<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 Psychology**  
**Supplemental Personnel Policies & Procedures to Section 700**  
**Temporary Academic Personnel**

This supplement establishes additional policies for the Lecturers in the Department of Psychology that are consistent with, but elaborate on, Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

**Lecturer Review Committee**

To assist the Chair with evaluation of lecturers, the Department of Psychology shall elect a Lecturer Review Committee. With consent of the department and the Chair, the Department Personnel Committee may function as the Lecturer Review Committee for any given year. The Committee normally consists of three, five, or seven tenured faculty members. The Department Chair is not eligible for membership. The Lecturer Review Committee shall provide peer reviews and recommendations on matters of reappointment and salary advancement.

**Lecturer Appointment Process**

Final decisions regarding appointment, service salary increase, and range elevation of a lecturer are made by the College Dean, following careful consideration of material in that lecturer's Professional Information and Personnel Action Files (see Section 703.1) and recommendations made by the lecturer's Department Chair and the Lecturer Review Committee. Specifically, the Lecturer Review Committee and the Department Chair separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. In the event that the Lecturer Review Committee and Department submit conflicting recommendations, all materials will be forwarded to the Dean of the College of Social & Behavioral Sciences for a final decision.

**Procedures for Evaluating Teaching Effectiveness**

- A. Lecturers shall be visited in their classes once each academic year. A class visit shall be made during the first semester a lecturer is employed.

Class visits shall be made by the Department Chair, a member of the Lecturer Review Committee (as designated by the Chair), or another designee by the Chair from among tenured faculty of the Department.

Written student questionnaire evaluations shall be required for all classes taught by lecturers, with the exception of classes with corresponding labs. Specifically, if a class has a lab or multiple labs associated with the course (e.g., PSY 320/L, PSY 321/L), then the lecturer will have written student questionnaire evaluations for the lecture course. Evaluations of the corresponding labs are optional.

- B. Teaching effectiveness refers to the instructor's success in providing learning experiences well-designed to achieve the Department's student learning outcomes and educational objectives of classroom instruction. Instructional contributions are made primarily through teaching. Thus, teaching effectiveness is an essential criterion for reappointment and salary advancement.

The lecturer must demonstrate to the satisfaction of the Chair and Lecturer Review Committee (1) abilities as an effective university instructor, (2) abilities to support the Department's student learning outcomes, (3) sufficient scope of that material that represents the field and is consistent with the course description, and (4) training consistent with an ability to teach requested courses at a collegiate level. The performance of the lecturer must be acceptable in all of these areas for reappointment to be recommended.

Thus, the Chair and Lecturer Review Committee should examine the lecturer's syllabus and course materials in addition to evaluating their effectiveness in the class. As stated in Section 700 of the Administrative Manual, lecturers can provide additional information in their Professional Information File to demonstrate their teaching effectiveness.

### **Written Comments about Lecturers**

Each year, students will be invited to provide feedback about lecturers in written statements to the Department Chair and/or Lecturer Review Committee during the evaluation of lecturers in the Department in person or through other forms of communication (e.g., email). The date, time, and location will be announced through appropriate methods of communication such as postings on Department bulletin boards, the Department's Web page, in classrooms, and/or email.

Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Lecturer Review Committee.

Written statements from students regarding lecturers shall be handled in accordance with Section 613. Lecturers have the right to review and respond to student statements as per Section 700 of the Administrative Manual.

### **Appointment and Evaluation of Lecturers**

- A. During the spring semester preceding the start of the following academic year, the Department of Psychology will advertise any anticipated temporary faculty openings.
- B. The Department will establish a deadline for accepting new applications and reappointment requests for current lecturers.
  1. New applicants must complete and submit the following:
    - a. Department application,
    - b. A resume or vita,
    - c. Three letters of recommendation,
    - d. Additional evidence of teaching effectiveness (e.g., student or peer evaluations of teaching) if available,
    - e. Transcripts from each university they attended, and
    - f. A short justification for **each** class they feel they are qualified to teach. Appropriate justifications include relevant coursework, previous teaching experience, and relevant work or volunteer experience).
  2. Current lecturers must submit a written request specifying which courses they would like to teach along with a short justification for **each** class they feel they are qualified to teach. A Department form will be provided.

- C. After the deadline, the department will establish a pool of qualified applicants as described in Section 700 and below.
1. Applicants will be evaluated for each course in which they have a completed justification. Specifically, the Lecturer Review Committee will give a *satisfactory* or *unsatisfactory* rating for each applicant on each course s/he requests to teach. If a faculty member is deemed unsatisfactory, a justification will be provided to the chair.
  2. To get a satisfactory rating, applicants will be evaluated on the following criteria by the Lecturer Review Committee:
    - a. Appropriate degree (at least a master's degree in a relevant field of study)
    - b. Relevant coursework,
    - c. Teaching experience,
    - d. Evidence of teaching effectiveness,
    - e. Quality of recommendation letters,
    - f. Relevant scholarly activities, and
    - g. Relevant volunteer or work experience.
  3. Next, all applicants with a satisfactory classification for a course will be evaluated using the criteria outlined above.