

PERSONNEL PROCEDURES  
SECTION 700 (LECTURERS)

Social & Behavioral Sciences

Sociology

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: 2/20/23
2. **CHECK ONE:** Are proposed changes those of College - or Department - procedures?
3. Date that current proposed changes were sent forward: 10/26/23
4. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 10/24/2023
  - 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:** adhering to required review cycle; clarification of some sections in the previous iteration based on consultation with lecturers

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>Michael J. Carter</u> Chair, Department Personnel Committee	<u>10/26/23</u> Date
<u>[Signature]</u> Department Chair	Dept. Chair: <u>Karen Morgaine</u> <u>10/26/23</u> Date

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

<u>Jill Quilici</u> Chair, College Personnel Committee	<u>Jill L. Quilici</u> <u>6/17/2024</u> Date
<u>Yan Searcy</u> College Dean	<u>[Signature]</u> <u>06/17/2024</u> Date
<u>[Signature]</u> Chair, Personnel Planning and Review Committee	<u>Sylvia Macauley</u> <u>May 31, 2024</u> 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 Sociology**  
**Supplemental Personnel Policies & Procedures to Section 700**  
**Temporary Academic Personnel (October 2023)**

This supplement establishes policies for lecturers in the Department of Sociology that are in addition to Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

**I. Lecturer Review Committee**

Lecturer evaluations will be conducted by the Sociology Department Lecturer Review Committee comprised of three tenured faculty members in the Sociology Department elected by the department's tenured/tenure-track faculty. The Lecturer Review Committee shall provide peer reviews and recommendations on matters of reappointment and salary advancement.

**II. Lecturer Appointment Process**

The Lecturer Review Committee and the Department Chair separately, and in writing, shall each provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. Final decisions regarding appointment, service salary increase, and range elevation of a lecturer are made by the College Dean following careful consideration of the material in that lecturer's Professional Information File (PIF) and Personnel Action File (PAF) (see Section 703.1) and recommendations made by the lecturer's Department Chair and the Lecturer Review Committee.

**III. Procedures for Evaluating Teaching Effectiveness**

Teaching effectiveness refers to a lecturer's success in providing learning experiences that are well designed to achieve educational objectives of classroom instruction, the relevant Sociology Department student learning outcomes, and if applicable, the university's GE (General Education) and/or WI (Writing Intensive) student learning outcomes. Instructional contributions are made primarily through teaching. Thus, teaching effectiveness is an essential criterion for reappointment and salary advancement.

Examples of teaching effectiveness or skills may include, but are not limited to: (1) alignment of classroom assignments/activities with course objectives and Sociology Department student learning outcomes, and if applicable, the university's GE (General Education) and/or WI (Writing Intensive) student learning outcomes; (2) attendance at professional development workshops accompanied by a narrative describing how information from the workshop was incorporated into teaching (workshops dedicated to pedagogy and teaching are particularly encouraged); (3) a narrative describing how teaching practices are supported by research studies on teaching and learning; (4) innovative use of technology; (5) use of up-to-date course content based on contemporary literature in the field; (6) development of new curricular activities and assignments; and (7) attendance or participation in academic conferences.

The lecturer must demonstrate to the satisfaction of the Department Chair and Lecturer Review Committee: (1) abilities and performance as an effective university instructor; (2) abilities and performance that support the Sociology Department's student learning outcomes and, if applicable, the university's GE (General Education) and/or WI (Writing Intensive) student learning outcomes; (3) a sufficient command of the 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 four areas referenced in this paragraph for reappointment to be recommended. The lecturer evaluation process involves the following:

**A. Classroom Observations**

1. Lecturers shall be observed and evaluated in a class at least once each academic year by a member of the department's tenured faculty. A class observation in at least one class shall be made during the first semester a lecturer is employed.

**B. Student Evaluations**

1. Student Evaluations of Faculty (SEF) administered by the university shall be required for all courses taught by lecturers. If a course has labs associated with it (e.g., SOC 424/L or SOC 497/L) they shall not be treated as separate classes and only the lecture portion of the course (e.g. SOC 424 or SOC 497) will be evaluated. Conducting student evaluations in all classes provides the Department Chair and Lecturer Review Committee with information about a lecturer's teaching across different courses and subject areas.
2. Student Evaluations of Faculty (SEF) for individual lecturers, along with grade distributions in each course taught, will be placed by the Department Chair into each lecturer's Personnel Action File (PAF). To assess adherence to evaluation procedures that accurately reflect student accomplishments, the Department Chair and Lecturer Review Committee will review student evaluations of faculty in conjunction with grade distributions and compare them to department averages to make a recommendation for reappointment and/or salary advancement.

**C. Examination and Assessment of Course Materials**

1. The tenured faculty members who are assigned to observe and evaluate lecturers in the classroom will examine the lecturer's syllabus and course materials that are posted on Canvas or other teaching platforms in addition to evaluating their effectiveness in the classroom. The tenured faculty member will write a classroom observation report and provide it to the lecturer and Department Chair in accordance with section 700.
2. Classroom observation reports for individual lecturers will be placed by the Department Chair in each lecturer's Personnel Action File (PAF). The Department Chair and Lecturer Review Committee will examine each lecturer's classroom observation reports to make a recommendation for reappointment and/or salary advancement.

**D. Examination and Assessment of the Professional Information File**

1. Each lecturer shall establish and maintain a Professional Information File (PIF) to be submitted digitally. The PIF shall contain material the lecturer believes will support any request for subsequent appointment. It should be organized into three sections:
  - a. Brief Narrative – A concise cover letter reflective of the lecturer's professional trajectory with regard to teaching, highlighting any new pedagogical practices or teaching related activities since the last time the lecturer was under review.
  - b. Professional Preparation – Current curriculum vitae (CV) with degree dates and all teaching experience, including institutions and dates of employment.

- c. Evidence of Teaching Effectiveness – Examples may include, but are not limited to:
    - i. alignment of classroom assignments/activities with course objectives and Sociology Department student learning outcomes, and if applicable, the university’s GE (General Education) and/or WI (Writing Intensive) student learning outcomes;
    - ii. attendance at professional development workshops accompanied by a narrative describing how information from the workshop was incorporated into teaching (workshops dedicated to pedagogy and teaching are particularly encouraged);
    - iii. a narrative describing how teaching practices are supported by research studies on teaching and learning;
    - iv. innovative use of technology;
    - v. use of up-to-date course content based on contemporary literature in the field;
    - vi. development of new curricular activities and assignments; and
    - vii. attendance or participation in academic conferences.
  - d. Additional Materials
    - i. Although not required, lecturers can also include academic publications (peer-reviewed journal articles, academic book chapters, and/or academic books) in the Professional Information File.
2. Student Evaluations of Faculty (SEF) and Classroom Observation Reports are not to be included in the Professional Information File (PIF) as the Department Chair will place these items in the lecturer’s Personnel Action File (PAF).

#### **E. Written Comments about Lecturers**

- 1. Each year, students will be invited to submit feedback to the Department Chair and Lecturer Review Committee during the evaluation of lecturers in the Department in writing (e.g., CSUN student email or hard copy submission). The window of time that feedback can be submitted by students will be announced through CSUN email.
- 2. Written statements (including emails sent by students from their CSUN email accounts and hard copy memos/letters/statements submitted by students) shall be handled in accordance with Section 700.

#### **IV. Appointment and Evaluation of Lecturers**

During the spring semester preceding the start of the following academic year, the Department of Sociology will advertise any anticipated temporary faculty openings. The Department will establish a deadline for accepting new applications and reappointment requests for current lecturers.

##### **A. New applicants must complete and submit the following:**

- 1. Cover Letter summarizing qualifications and areas of expertise.
- 2. CV (curriculum vitae) which includes:
  - a. educational background with degree dates;
  - b. prior teaching experience and training (if TA description of duties and responsibilities) including institutions and dates of employment; and
  - c. any relevant coursework, academic training, scholarly activities, research experience, professional development, or professional experience.

3. Two letters of recommendation that speak to teaching ability or teaching potential.
4. Unofficial transcripts from each college/university where degrees were conferred.
5. Teaching Philosophy Statement (1-2 pages)
6. Course Request Matrix indicating:
  - a. what class pools the applicant would like to be considered for; and
  - b. a short justification for why the applicant is qualified to teach the class. Appropriate justifications include previously having taught the course, relevant coursework, previous teaching training and experience, research expertise in the area, and relevant professional experience.
7. Sample syllabi for classes the applicant is interested in teaching (1-3). Note, applicants do not need to submit a course syllabus for every class pool for which they apply.

**B. Current lecturers holding one semester (S1) or one-year (Y1) appointments**

1. Course Request Matrix indicating the following:
  - a. what class pools the lecturer would like to be considered for; and
  - b. a short justification for why the lecturer is qualified to teach the class. Appropriate justifications include previously having taught the course, relevant coursework, previous teaching training and experience, research expertise in the area, and relevant professional experience.
2. Supplemental Materials (Any newly developed course syllabi and/or updates to teaching and pedagogy):
  - a. A one-page cover letter that identifies any courses that the lecturer has not previously taught at CSUN, but is interested in teaching along with a description of any updates to teaching, pedagogy, academic training, and/or professional development over the past year;
  - b. 1-3 sample syllabi for courses noted in the cover letter;
  - c. evidence of participation in professional development workshops or programs focused on teaching and pedagogy (if available); and
  - d. CV (curriculum vitae) and teaching philosophy (only if updates have been made since these items were last submitted to the department).

**C. Current lecturers holding three-year (Y3) appointments**

Lecturers with three-year appointments do not need to reapply to be considered for existing temporary faculty pools within a current appointment term. However, if faculty with three-year appointments would like to be considered for temporary faculty pools and courses where they are not currently listed, they should submit the following:

1. Course Request Matrix indicating the following:
  - a. what class pools the lecturer would like to be considered for; and
  - b. a short justification for why the lecturer is qualified to teach the class. Appropriate justifications include previously having taught the course, relevant coursework, previous teaching training and experience, research expertise in the area, and relevant professional experience.
2. Supplemental Materials (Any newly developed course syllabi and/or updates to teaching and pedagogy):
  - a. A one-page cover letter that identifies any courses that the lecturer has not previously taught at CSUN, but is interested in teaching along with a description of any updates to teaching, pedagogy, academic training, and/or

- professional development over the past year;
- b. 1-3 sample syllabi for courses noted in the cover letter;
- c. evidence of participation in professional development workshops or programs focused on teaching and pedagogy (if available); and
- d. CV (curriculum vitae) and teaching philosophy (only if updates have been made since these items were last submitted to the department).

#### **D. Evaluation Process**

1. After the deadline, the department will establish a pool of qualified applicants as described in Section 700 and below.
2. Applicants will be evaluated for each course in which they have a completed justification. The Lecturer Review Committee will give a satisfactory or unsatisfactory rating for each applicant for each course assignment request. If a faculty member is deemed unsatisfactory, a justification will be provided to the Sociology Department Chair.
3. To receive 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 for undergraduate courses (with a doctorate degree preferred); at least a doctorate degree in a relevant field of study for graduate courses.
  - b. Relevant coursework and academic training in subject matter (can include research experience, professional development, and professional experience).
4. Quality of letters of recommendation (for new applicants).
5. Teaching experience or teaching potential (if previously TA).
6. Quality of teaching philosophy statement and course syllabi.
7. If submitted (or on file), evidence of teaching training and effectiveness (e.g., student evaluations of teaching, faculty classroom observations of teaching, participation in professional development workshops or programs focused on teaching and pedagogy).