

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

Student Affairs

University Counseling Services

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: 11/07/2023

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

3. Date that current proposed changes were sent forward: 11/13/2023

4. For Department Personnel Procedures:

- a. Indicate the date the department faculty voted to approve the proposed changes: 11/7/2023
- 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: _____

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)

<u>Anne Eipe</u>	Anne Eipe	12/05/23
Chair, Department Personnel Committee		Date
<u>Julie L. Pearce</u>	Pearce, Julie L.	12/05/23
Department Chair		Date

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

	N/A	
Chair, College Personnel Committee		Date
<u>William Watkins</u>	William Watkins	12/06/23
College Dean		Date
<u>Sylvia Macauley</u>	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

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

**University Counseling Services
Supplemental Personnel Policies and Procedures to Section 700
Temporary Counseling Faculty (November 2023)**

This supplement establishes additional policies for the Temporary Faculty Counselors from University Counseling Services that are consistent with, but elaborate on Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel

Departmental Temporary Counseling Faculty Review Committee Procedures

The University Counseling Services (UCS) Department Personnel Committee shall have three members elected by their full-time, tenure-track peers. All full-time tenured members holding the rank of SSP-AR II or III are eligible to serve. Election will be held within the first two weeks of the fall semester. The members shall serve for one year. The DPC, after review of the PIF and PAF shall submit its recommendation.

Temporary Counseling Faculty Appointment Process

The procedure for transmission of evaluations and recommendations shall be as follows:

Annual Evaluation

The annual evaluation for temporary faculty counselors hired for two semesters in an academic year shall be completed prior to the end of the academic year. The annual evaluation for temporary faculty counselor hired for only one semester in an academic year is subject to the discretion of the Director of University Counseling Services. The Director of University Counseling Services (Department Chair) currently conducts annual evaluations for these temporary faculty counselors by the end of the semester in which they are appointed.

Each temporary faculty counselor shall submit a one-to-two-page description of the Direct and Indirect Services provided since the last evaluation for inclusion in their Personnel Action File (PAF). This should include any student evaluation data of services offered throughout the year.

Three-Year Appointment Evaluation

The Director of University Counseling Services (Department Chair) and a Department Committee (composed of tenured faculty) shall conduct independent evaluations of temporary faculty counselors eligible for 3 year appointments prior to a new three year appointment or subsequent three year appointment. The Chair of the Department Committee is responsible for submitting written reports to the temporary faculty counselor and the Director of University Counseling Services. During the evaluation process, the PAF shall be reviewed by the Director of University Counseling Services and the Department Committee. Upon receipt of the Director's evaluation and the evaluation of the Department Committee, the faculty member shall have ten days to respond and/or request a meeting.

Each temporary faculty counselor shall submit a cumulative review of their service during the previous qualifying period for inclusion in their Personnel Action File (PAF). This includes the six years prior to the first 3 year appointment, and the three years prior to the renewal of the 3 year appointment.

Final decisions regarding appointment, service salary increase, and range elevation of a temporary faculty counselor are made by the Vice President for Student Affairs (College Dean), following careful consideration of materials in the temporary counseling faculty members Professional Information File and Personnel Action Files (see Section 703.1) and recommendations made by the Director of University Counseling Services and the Department Committee. Specifically, the Department Committee and the Director of University Counseling Services 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 Department Committee and the Director of University Counseling Services submit conflicting recommendations, all materials will be forwarded to the Vice President for Student Affairs for a final decision.

Criteria for Making Judgments

Temporary faculty counselors will be evaluated based on three domains: Professional Preparation, Counseling Effectiveness, and Professional Responsibilities. Temporary faculty counselors shall be evaluated largely based on the provision of Direct Clinical Services and Indirect Clinical Services. Temporary faculty counselors are charged with providing short-term individual, couples, and groups counseling services, crisis intervention, referral services and case management services.

In order to meet these goals, temporary faculty counselor should be evaluated according to the following criteria:

A. Professional Preparation

1. A UCS faculty counselor meets professional preparation expectations when the counselor:

- a. Meets requirements for licensure that are consistent with the license requirements specified in the counselor's letter of appointment
- b. Works toward and/or maintains continued professional licensing
- c. Completes continuing professional development (updating of knowledge and skills) via formal education or attendance at continuing education workshops and seminars; meets the minimum requirement as required by the counselor's discipline
- d. Attends professional meetings or conferences

2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:

- a. Copy of current professional license
- b. Official transcripts of formal graduate level education completed
- c. Certificates of completion from continuing education coursework or seminars
- d. Certificate of attendance, or registration receipt and copy of program, from professional meeting(s) or conference(s)
- e. Copy of newly acquired licensures or certifications

B. Counseling Effectiveness

1. Counseling Competence entails effectively performing professional counseling duties, both direct and indirect clinical services.

Direct service is defined as time spent assessing and counseling clients, or in providing direct supervision.

Direct Clinical Services – This category may include but are not limited to:

- Individual counseling
- Group counseling
- Initial evaluations
- Assessment
- Crisis intervention
- Consultation
- Clinical supervision with trainees
- Other clinical services as assigned

Indirect service is defined as time spent in aspects of counseling services ancillary to direct client contact. Examples of indirect services follow:

Indirect Services – This category may include but are not limited to:

- Documentation of clinical work and review of assessment materials
- Staff meetings
- Clinical team meetings (e.g., Clinical Peer Review Committee; Case consultation meetings)
- Committee work
- Outreach activities such as class presentations and tabling
- Consultation to the campus community
- Preparation for outreach activities such as creating PowerPoint presentations
- Preparation for trainee-related trainings such as research and creating PowerPoints
- Coordinator role-related activities such as campus-wide collaborative meetings & planning
- Provision of seminars to trainees
- Training team meetings
- Review of trainees' documentation
- Other supervision-related activities such as review of video/audio recording
- Research-related activities (if involved in research, not required)
- Other duties as assigned

2. A UCS faculty counselor meets Counseling Competence expectations when the counselor:

- a. Maintains and demonstrates a current command of knowledge in professional counseling theory, research, practice, legal and ethical guidelines, and UCS policies and procedures
- b. Employs a variety of therapeutic methods to effectively counsel clients with a full range of psychological issues
- c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and needs of clients
- d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client population
- e. Is willingly accessible and available for crisis intervention and mental health consultation

- f. Maintains in a timely manner a thorough record of counseling activities for each client
- g. Applies legal and ethical standards of the profession in executing clinical services, programming and documentation
- h. Utilizes consultation opportunities for treatment planning, and to ensure service quality and adherence to legal and ethical mandates

3. The sources of information relied upon for evaluating counseling competence may include:

- a. Summary data and reports from student (client) evaluations
- b. A minimum of two cases reviewed by the Department Committee via chart review for each period of review. The cases must involve an initial evaluation session and at least three follow-up sessions. One case will be selected by the counselor and the second case will be selected by the Department Committee.
- c. Case presentation made to UCS colleagues

C. Professional Responsibilities

A UCS temporary faculty counselor meets professional responsibility expectations as set forth in Section 600.