


Date: December 17, 2019

To: Department Chairs

From: 
James Mackin
Interim Associate Vice President for Faculty Affairs

Subject: Procedures and Calendar for Recruitment of Temporary/Lecturer Faculty for the 2020-2021 Academic Year

The procedures and calendar noted in the attached document should be followed in the recruitment and selection of temporary/lecturer faculty members for the 2020-2021 academic year. The calendar that is outlined is similar to the calendar used in previous years. Please note the change in process regarding three-year appointees in Step 6 of the Procedures for Establishing Applicant Pools and Processing Temporary/Lecturer Faculty Appointments.

The Faculty Collective Bargaining Agreement requires that all applicants must be given “careful consideration,” that all applicants for Fall 2020 part-time teaching positions start on an equal basis (seniority is not a valid job-related criteria), and that the conditional appointment rules for those temporary faculty who receive a Fall semester appointment remain in effect. Subject to budget and enrollment, the total units offered to each one-year eligible lecturer for the 2020-2021 academic year must be equal to or surpass the total units assigned during the 2019-2020 academic year if the faculty member had assignments during both semesters of the 2019-2020 academic year.

The Part-Time Faculty Position Announcement must be the basis for determining the minimum qualifications for each applicant. Additionally, departments should follow Section 709.1.4 and/or 709.1.5 when developing criteria for ranking qualified applicants, as indicated in Section 709.1. Any modifications to the closing date for applications should be discussed with the College Dean (or Administrative Unit Supervisor) and approved by the Director of the Office of Equity and Diversity before the search is initiated. If approved, the deadline date on the Part-Time Faculty Position Announcement will be modified.

Copies of the forms which are to be used in announcing anticipated vacancies and documenting searches are also attached. Please destroy earlier copies of all position announcement and the Applicant Pool Log and Disposition for Part-Time Faculty forms used in recruiting temporary faculty and substitute the attached forms. If additional forms are needed, simply copy from the attached forms. If any forms or envelopes are needed, they can be obtained from the Chief Diversity Office at ext. 2300. The forms are also available on the Office of Equity and Diversity Website at <http://www.csun.edu/eqd/faculty-hiring>. Questions regarding the procedures should be directed to the appropriate College Dean or Administrative Unit Supervisor.

Please contact James Mackin, Interim Associate Vice President for Faculty Affairs, at ext. 2962 if you have any questions on these matters.

cc: Mary Beth Walker, Provost and Vice President for Academic Affairs
William Watkins, Vice President, Student Affairs
Colin Donahue, Vice President, Administration and Finance
Natalie Mason-Kinsey, Chief Diversity Officer
College Deans
College DFOs

For Fall 2020, 2020-21 Academic Year, or Spring 2021 Appointments

These procedures are designed so that consistent practices will be followed by all academic Departments, Programs and Units in the implementation of University policy on the employment of temporary faculty. All anticipated temporary faculty openings shall be announced routinely at least once a year according to the following calendar:

Cycle One - Announcements for the Fall 2020 and 2020-2021 Academic Year

Submit Part-Time Faculty Position Announcement to College Dean:	No later than February 14
Closing date for applications (application deadline):	At least 3 weeks after date of posting, but no later than April 6
Submit Part-Time Faculty Position Announcement to the Chief Diversity Office:	No later than March 6
Establishment of pool of qualified applicants: Submit Applicant Pool Log and Disposition form and Recruitment Record Certification form to College Dean or Administrative Unit Supervisor)	No later than April 17
Submit Applicant Pool Log and Disposition and Recruitment Record Certification form forms to the Chief Diversity Office:	No later than May 1

Cycle Two - Announcements for Spring 2021 Only (if anticipated need exists)

Submit Part-Time Faculty Position Announcement to College Dean:	No later than September 8
Closing date for applications (application deadline):	At least 3 weeks after date of posting, but no later than November 9
Submit Part-Time Faculty Position Announcement to the Chief Diversity Office:	No later than October 2
Establishment of pool of qualified applicants: Submit Applicant Pool Log and Disposition form and Recruitment Record Certification form to College Dean or Administrative Unit Supervisor)	No later than November 20
Submit Applicant Pool Log and Disposition and Recruitment Record Certification form forms to the Chief Diversity Office:	No later than December 11

These procedures are described as a series of steps which should be followed in the conduct of a search and in providing appropriate documentation.

Step 1 The Department and College (or Administrative Unit) determine anticipated staffing needs and areas of specialty to be met through part-time teaching assignments prior to the establishment of the applicant pool; the Department Equity and Diversity Representative for Recruitment and Selection of Part-Time Faculty must be identified, and the Department must determine which tenure-track faculty members will be involved in this selection process, the method of involvement, and when to initiate recruitment.

Step 2 Department ranking criteria shall be reviewed and approved by the faculty of the originating Department, the Chief Diversity Officer, and the College Dean or Administrative Unit Supervisor. The College Personnel Committee, at its option, may review these ranking criteria. Once approved, such criteria are kept on record with the Chief Diversity Office and will remain valid for up to three (3) years, at which time Departments are to submit any updated criteria to the Chief Diversity Office and the College Dean for approval. To ensure that such criteria are current and consistent with Department needs and the qualifications listed in the Part-Time Faculty Position Announcement, it is recommended that Departments review their ranking criteria on an annual basis and that Departments propose amendments to their ranking criteria prior to establishing their pools.

Step 3 The Department Chair completes Part-Time Faculty Position Announcement. The announcement should explicitly include a diversity criterion (e.g., demonstrated ability to teach/mentor a diverse student population) as a minimum qualification for the position. The qualifications in the announcement must be consistent with the Department's approved ranking criteria. All possible areas of need should be advertised so that a pool of candidates is available for emergencies.

The proposed announcement(s) are to be sent to the College Dean for approval and signature no later than February 14 for Fall 2020 or 2020-21 academic year and September 8 for Spring 2021.

Step 4 The College Dean or Administrative Supervisor, upon approval of the Part-Time Faculty Position Announcement, forwards the announcement to the Chief Diversity Office for approval.

Step 5 The Chief Diversity Officer reviews the announcement(s) for compliance with affirmative action requirements and returns approved copies to the College Dean or Administrative Unit Supervisor and Department Chair. **Part-Time Faculty Position Announcement should not be posted or distributed prior to receipt of such approval from the Chief Diversity Office.** In addition, the established pool should not be revised to add additional late applications. In other words, no applications should be accepted after the deadline date (as indicated on the announcement) for that semester's pool.

Step 6 The Department, College, or Administrative Unit engages in broad recruitment of applicants and advertises temporary faculty openings on their department/college (or administrative unit) website, in periodicals and on websites relative to the discipline, industry and higher education, and other contacts appropriate to the discipline and the recruitment area, such as local colleges, agencies, and professional conferences appropriate to the recruitment area. The recruitment area for temporary faculty is Los Angeles County and the immediately adjoining counties: Ventura, Orange, Kern, Riverside, and Santa Barbara. The Department must retain evidence on file of all recruitment efforts. Failure to demonstrate concerted efforts to recruit a broad pool of applicants may indicate a Department's non-compliance with University policies and procedures.

If the Department previously established a Fall 2020 pool only, or has determined additional need following the establishment of the 2020-2021 Academic Year pool, the Department must submit a new announcement for the Spring Semester 2021 and establish the Spring pool as described in Cycle Two.

Temporary faculty currently in pools are not automatically considered for future pools and instead, are notified by the Department of the need to reapply in writing in order to be included in next semester's or next year's pool. Three-year appointees do not have to reapply, but must submit any information required by the Department.

Step 7 The Department acknowledges receipt of all applications and provides each applicant with the Applicant Flow Self Identification form, with a postage-paid, self-addressed envelope to be returned directly to the Chief Diversity Office. The Applicant Flow Self Identification envelopes can be obtained from the Chief Diversity Office at extension x2300. The Department may also utilize the option of emailing both the acknowledgement letter and the Applicant Flow Self Identification form to the applicants. If using this option, the form must be returned via email directly to: cdo@csun.edu. The Applicant Flow Self Identification form can be obtained from the Chief Diversity Office website at: <http://www.csun.edu/eqd/faculty-hiring>. An applicant is defined as a person who has filed an application, vita, or otherwise has expressed interest in an anticipated opening during the current recruitment cycle. When Applicant Flow Self Identification forms are sent to applicants, the abbreviation "P.T." is used in place of a hire number, and the name of the Department must also be listed.

The Chief Diversity Office collects applicant data from the Applicant Flow Self Identification responses obtained from all temporary faculty searches conducted during the academic year. The Chief Diversity Officer provides an analysis of the cumulative applicant pool data in an annual report on the effectiveness of outreach and recruitment efforts.

Step 8 The Department evaluates all applicants based upon the qualifications listed on the Part-Time Faculty Position Announcement, along with the Department's approved ranking criteria. The procedure used in evaluating applicants must be applied consistently in evaluating all candidates. No other considerations, except for those which are job-related and specified in the approved announcement, should enter into the evaluation. These documents must remain in the Department for a period of three years and be readily available for review.

Step 9 The Department establishes and maintains a file for each applicant pool. The file contains all pertinent documents regarding the search. At a minimum, the file shall contain:

- a. A copy of the announcement used in the search.
- b. A copy of the approved ranking criteria used in the search.
- c. A copy of the Applicant Pool Log and Disposition for Part-Time Faculty form. A separate form should be used for each specialization or course number consistent with the Part-Time Faculty Position Announcement.
- d. A copy of the Recruitment Record for Part-Time Faculty.
- e. An Evaluation Form on each applicant.
- f. Resumes and written communication regarding each applicant.
- g. Notes on other records or telephone checks or interviews on each applicant as appropriate.

The Department should decide in advance how many pools it will have for its advertised positions and the advertisement should make clear how applicants can signify in their applications the pools for which they are applying. The advertisement should also make clear how an applicant can indicate the applicant's availability for either the entire 2020-2021 Academic Year, the Fall 2020 semester only, or the Spring 2021 semester only. If an applicant indicates an interest in

teaching in all areas of instruction offered by the Department, the applicant should be considered for each of the established pools regardless of whether or not the applicant has taught such courses previously.

The Evaluation Form is developed by the Department and must provide the documentation of job-related reasons for determining: (1) if an applicant meets the minimum qualifications and (2) the criteria used in evaluating the applicant.

Step 10 The Department interviews or formally evaluates enough candidates to provide a pool of qualified applicants. No one should be interviewed who does not meet the minimum qualifications. Whenever possible, the Department Equity and Diversity Representative participates in the interviews and the evaluations. Where such interviews are not feasible, telephone calls or inquiries shall be made. Written records pertaining to the interviews and telephone inquiries are retained as part of the search and screen file.

Step 11 The Department constitutes the applicant pool of the qualified candidates based upon departmental need and the qualifications and availability of the candidates. Reasons for deeming applicants “unsatisfactory” are documented on the Applicant Pool Log and Disposition for Part-Time Faculty form by indicating the area or areas in which the applicant’s qualifications were considered inadequate or did not meet the minimum qualifications. The Department’s system of ranking, which is indicated in Step 2 above, must be reviewed and approved in advance, and must permit the placement of all applicants into a “satisfactory” group or an “unsatisfactory” group. The ranking system may additionally provide for the ranking of applicants within the “satisfactory” group.

The Department submits to the College Dean (or Administrative Unit Supervisor) copies of the Applicant Pool Log and Disposition for Part-Time Faculty and copies of the Affirmative Action Recruitment Record for Part-Time Faculty no later than April 17, 2020 for the Fall 2020 or 2020-2021 Academic Year, and November 20, 2020 for the Spring 2021 semester. Appointments to part-time positions shall be made from the pool.

If an unanticipated staffing need occurs and all applicants already in the pool deemed “satisfactory” are unavailable for appointment, the Department may submit to the College Dean, in writing, a justification regarding the extenuating circumstances prompting the Department to employ an individual not in the applicant pool on an emergency hire basis. The justification should also include a description of how the Department has exhausted its established pool. The resume of the individual under consideration must be attached to the Memorandum of Justification. If approved by the Dean, the Associate Vice President for Faculty Affairs, and the Chief Diversity Officer, a one-semester appointment may be processed.

Step 12 The College Dean (or Administrative Unit Supervisor) reviews the applicant pool (Applicant Pool Log and Disposition for Part-Time Faculty) and the Recruitment Record Certification for Part-Time Faculty for approval. No appointments may be processed prior to such approval. An approved copy of the Applicant Pool Log and Disposition for Part-Time Faculty and the Recruitment Record Certification for Part-Time Faculty is sent to the Chief Diversity Officer no later than May 1, 2020 for the 2020-2021 Academic Year and December 11, 2020 for the Spring 2021 semester.

Step 13 The following conditions apply in offering appointments from the pool:

- a. Offers of initial appointments for positions among applicants deemed satisfactory shall be prioritized on the basis of the amount and relevancy of the candidates’ previous teaching or other professional experience to the proposed assignment and the strength of favorable evaluation.

- b. Subsequent appointments for positions among applicants deemed satisfactory shall be prioritized on the basis of the amount and relevancy of the candidates' previous teaching or other professional experience to the proposed assignment and the strength of favorable evaluation, as determined by careful consideration of material contained in the Personnel files as defined in Section 706 of the *Administrative Manual*.

Step 14 Except in extenuating circumstances (e.g., an unusually late closing date for applications to the lecturer pool, unanticipated openings, a recent history of unusually irregular fluctuations in student enrollment), Department Chairs shall notify, in writing, prospective lecturers of tentative teaching appointments, including likely teaching load and schedule, at least sixty (60) days prior to the start of the semester. This written notification must emphasize the provisional nature of the potential appointment, including contingencies of enrollment, funding, and programmatic changes. The written notification can take various forms ranging from individual "custom" letters to a photocopy of a whole-Department Day/Time/Class/Instructor grid or Class Schedule.

Sixty days prior to the start of the Fall 2020 semester (August 19, 2020) is June 19.

Step 15 The Department Chair recommends part-time faculty appointments, at the appropriate time, to the College Dean (or Administrative Unit Supervisor). Upon verification that the applicant pool Applicant Pool Log and Disposition for Part-Time Faculty has been approved, the department or college staff appoints those part-time faculty who have been recommended for hire through the Part-Time Module of the PeopleSoft System.