

Date: April 8, 2008

To: Full-time Lecturers
Department Chairs

From: Penelope Jennings
Associate Vice President, Faculty Affairs

Subject: Annual Evaluation of Full-time Lecturers

Section 621.4.2 (page 35) of the Administrative Manual reads as follows:

621.4.2 Evaluation.

- a. Each full-time Lecturer shall receive from the Department Chair a written performance evaluation at the end of the academic year. Prior to the written evaluation, the faculty member shall be requested to complete a "Full-time Lecturer's Annual Summary of Achievements" form.
- b. The Department Chair shall consult as widely as possible with the tenured members of the Department prior to completing the written evaluation. A copy of the evaluation shall be included in the faculty member's Personnel Action File. The University's commitment to encourage equity and diversity shall be kept in mind.

All lecturers, including those on multi-year appointments, are to be evaluated. Note, although there shall be no special or separate evaluation before a three-year appointment is made, it is expected that temporary faculty will be regularly evaluated during the six (6) year period preceding eligibility for a three-year appointment.

The "Full-time Lecturer's Annual Summary of Achievements" and "Evaluation Conference with Full-time Lecturer" forms are available at the Faculty Affairs website <http://www.csun.edu/facultyaffairs/forms>. The "Full-time Lecturer's Annual Summary of Achievements" form should be completed by the Lecturer and submitted to the Department Chair **no later than Friday, April 25**. The Department Chair will utilize the information from this form, plus other information, including comments by the tenured members of the Department, to prepare the "Evaluation Conference with Full-time Lecturer" form.

Sometime near the end of the academic year, or soon thereafter, the Department Chair should meet with the Lecturer to discuss the written evaluation. It should be noted that the faculty member's signature on the cover page of the "Evaluation Conference with Full-time Lecturer" does not indicate agreement with the contents of the written summary, but only that the conference was held on the date indicated. If the faculty member wishes, a written response to the evaluation summary may be submitted for inclusion in the Personnel Action File.

Attached to this memorandum for Department Chairs is a listing of the full-time Lecturers in the Department for whom evaluations should be completed. If you have any questions on any of these matters, or you would like a hard copy of the forms, please call me on Extension 2962.

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cc: Provost Hellenbrand
College Deans