

**For Fall 2009, 2009-2010 Academic Year, or Spring 2010 Appointments**

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

**Cycle One - Announcements for the Academic Year (Fall 2009 & Spring 2010)**

Description of anticipated staffing needs (AA-6) submitted to College Dean:	No later than February 10
Closing date for applications:	April 17
Establishment of pool of qualified applicants: (AA-7 and AA-8 to College Dean)	No later than May 8
Office of Equity and Diversity receives AA-7 and AA-8 forms:	No later than May 22

**Cycle Two - Announcements for Spring 2010 Semester (when necessary)**

Description of anticipated staffing needs (AA-6) submitted to College Dean:	No later than September 11
Closing date for applications:	October 23
Establishment of pool of qualified applicants: (AA-7 and AA-8 to College Dean)	No later than November 20
Office of Equity and Diversity receives AA-7 and AA-8 forms:	No later than January 8

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

**Step 1** The Department and College should 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 Departments must determine which faculty shall 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 Office of Equity and Diversity and by the College Dean. The College Personnel Committee, at its option, may review these ranking criteria. Once approved, such criteria shall remain valid until such time as the originating Department proposes amendments to them.

If the Department does not wish to change previously approved criteria, no further action is required. If, however, any changes in Department criteria are desired, the Department will need to submit proposed criteria to the Dean for review. The College Personnel Committee may review the criteria if it so chooses. The proposed criteria will then forward to the Office of Equity and Diversity for review and approval. Departments that need to submit proposed criteria should do so as soon as possible.

Step 3    The Department Chair shall complete an Announcement of Anticipated Part-Time Faculty Openings (AA-6).

Three copies of the proposed announcement shall be sent to the College Dean no later than February 10.

Step 4    The College Dean, upon approval of the announcement, shall send a copy to the Office of Equity and Diversity.

Step 5    The Director of Equity and Diversity shall review the announcement for compliance with affirmative action requirements and shall return approved copies to the College Dean and Department Chair. Anticipated openings should not be announced prior to receipt of such approval.

Step 6    The Department or College shall advertise part-time openings, on their website, in discipline journals or other contacts appropriate to the discipline and the recruitment area. The Department shall list openings at professional conferences appropriate to the recruitment area. The recruitment area for part-time faculty is Los Angeles County and the immediately adjoining counties: Ventura, Orange, Kern, Riverside and Santa Barbara. The Department shall retain evidence on file of all recruitment efforts.

Through their choices in advertising and recruiting activities, Departments and Colleges shall seek to make their pools as inclusive as possible.

Step 7    All listings will be posted on the Faculty Affairs website under “Faculty Openings.”

Step 8    The Department shall acknowledge applications and written inquiries upon receipt. With such acknowledgment of application, each applicant shall be sent an Applicant Information form (AA-2), with a postage guaranteed, self-addressed envelope to be returned to the Office of Equity and Diversity. (AA-2 envelopes can be obtained from the Faculty Affairs Office at extension 2962 and the AA-2 form can be obtained from the Faculty Affairs Webpage at: <http://www.csun.edu/facultyaffairs>). 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 AA-2 forms are sent to applicants, the abbreviation “P.T.” shall be used in place of a hire number, and the name of the Department shall also be listed. Persons who have applied for part-time positions previous to the current recruitment cycle shall not be considered automatically as applicants.

The Director of Equity and Diversity will collect applicant data from the AA-2 responses obtained from all part-time searches conducted during the academic year. The Director of Equity and Diversity will provide an analysis of the cumulative applicant pool data in an annual report to the University on the effectiveness of outreach and recruitment efforts.

Step 9    The Department shall evaluate all applicants in terms of the qualifications and approved criteria. The procedure used in evaluating applicants must be applied consistently in evaluating all candidates. No considerations, except for those which are job-related and specified in the announcement of anticipated openings, should enter into the evaluation. These documents shall remain in the Department for a period of three years and be available for review.

Step 10 The Department shall establish and maintain a file for each applicant pool. The file shall contain all pertinent documents regarding the search. As a minimum, the file shall contain:

- a. A copy of the announcement used in the search (AA-6).
- b. A copy of the evaluation criteria used in the search.
- c. A copy of the Applicant Pool Log and Disposition (AA-7). A separate AA-7 may be used for each specialization.
- d. A copy of the Affirmative Action Recruitment Record (AA-8).
- 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. 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 shall be 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 11 The Department shall interview or formally evaluate 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 shall participate in the interview or the evaluation. Where such interviews are not feasible, telephone calls or inquiries shall be made. Written records pertaining to the interviews and telephone inquiries shall be retained as part of the search and screen file.

Step 12 The Department shall constitute the applicant pool of the qualified candidates in terms of departmental need and the qualifications and availability of the candidates. Reasons for deeming applicants “unsatisfactory” shall be documented by indicating the area or areas in which the applicant’s qualifications were considered inadequate. The Department’s system of ranking, which is indicated in Step 2 above must be reviewed and approved in advance, 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 shall submit to the College Dean two copies of the Applicant Pool Log and Disposition for Part-Time Faculty (AA-7) and two copies of the Affirmative Action Recruitment Record for Part-Time Faculty (AA-8) no later than May 8 for the academic year, and November 20 for the Spring 2010 semester. Appointments to part-time positions shall be made from the pool.

If an unanticipated staffing need occurs, the Department may submit to the College Dean, in writing, a justification to employ an individual not in the applicant pool on an emergency basis. The resume of the individual under consideration must be attached to the Memorandum of Justification. If approved by the Dean and the Associate Vice President for Faculty Affairs, a one-semester appointment may be processed.

Step 13 The College Dean shall review the applicant pool (AA-7) and the Affirmative Action Recruitment Record (AA-8) for approval. No appointments shall be processed prior to such approval. An approved copy of AA-7 and AA-8 shall be sent to the Director of Equity and Diversity no later than May 22 for the academic year and January 8 for the Spring 2010 semester.

Step 14 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 appointment 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 15 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, etc.), Department Chairs shall notify, in writing, prospective lecturers of tentative teaching appointments, including likely teaching load and schedule, at least sixty days prior to the start of the semester. This written notification shall 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 2009 semester is June 19.

Step 16 The Department Chair shall recommend part-time faculty appointments, at the appropriate time, to the College Dean. Upon verification that the applicant pool (AA-7) has been approved, the department or college staff is to appoint those part-time faculty who have been recommended for hire through the Part-Time Module of the PeopleSoft System.