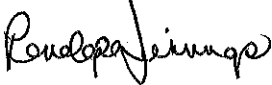


Date: January 8, 2009

To: Department Chairs

From: 
Penelope Jennings
Associate Vice President, Faculty Affairs

Subject: Procedures and Calendar for Recruitment of Part-Time Faculty for the 2009-10
Academic Year

The procedures and calendar noted in the attached document should be followed in the recruitment and selection of part-time faculty members for the 2009-10 academic year. The calendar that is outlined is similar to the calendar used in previous years.

The Faculty Bargaining Agreement assures that all applicants must be given "careful consideration," that all applicants for Fall 2009 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 part-time faculty who receive a Fall semester appointment remain in effect. (Subject to budget and enrollment, the total units offered to one-year eligible lecturers for the 2009-10 year must equal or surpass the total units assigned during the 2008-09 year if the faculty member had assignments during both semesters of the 2008-09 year.)

The criteria each department has developed to evaluate applicants must be the basis for determining the rating for each applicant. Departments need not resubmit criteria for approval, unless some change in previously approved criteria is desired. Department criteria should be made available to all applicants for part-time faculty positions.

Copies of the forms which are to be used in announcing anticipated vacancies and documenting searches are also enclosed. Please destroy earlier copies of all AA-6 and AA-7 forms used in recruiting part-time faculty and substitute the attached forms. If additional forms are needed, simply copy from the attached forms. If any other AA forms or envelopes are needed, they can be obtained from our office, ext. 2962. The forms are also available on the Faculty Affairs Webpage at: <http://www.csun.edu/facultyaffairs>. Questions regarding the procedures should be directed to the appropriate College Dean.

The closing date for applications should be adhered to if possible. If an exception is requested, the change should be discussed with the College Dean and the Director of Equity and Diversity before the search is initiated. If approved, the deadline date on the AA-6 will be modified.

Please contact me at Ext. 2962 if you have any questions on these matters.

PJ:rm
U: Hiring - PTRecruit

cc: Provost Hellenbrand
College Deans
College MARS
Jo Ann Fielder