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Memorandum

Office of Faculty Affairs

Date: March 8, 2017

To: Department Chairs

From: Daisy Lemus
Associate Vice President for Faculty Affairs

Subject: Annual Evaluation of Full-Time Lecturers, Assistant Librarians, and Counselors

Section 621.4.2 (page 34) 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.

The "Full-Time Lecturer/Librarian/Counselor Annual Summary of Achievements" and "Evaluation Conference with Full-Time Lecturer/Librarian/Counselor" forms are available at the Faculty Affairs website http://www.csun.edu/faculty-affairs/forms. The "Full-Time Lecturer/Librarian/Counselor Annual Summary of Achievements" form should be completed by the faculty member, and submitted to the Department Chair or Program Director no later than April 29, 2017. The Department Chair or Program Director will use the information from this form, plus other information, to prepare the "Evaluation Conference with Full-time Lecturer/Librarian/Counselor" form.

Sometime near the end of the academic year, or soon thereafter, the Department Chair or Program Director should meet with the faculty member 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/Librarian/Counselor" form 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 by following the process delineated in Article 11.2 of the Collective Bargaining Agreement.

Attached to this memorandum for Department Chairs and Program Directors is a listing of the full-time Lecturers, Librarians, and Counselors 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 contact the Office of Faculty Affairs at extension 2962.

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cc: Yi Li, Provost and Vice President for Academic Affairs
College Deans

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