January 7, 2015

Memorandum

Department Chairs

William Whiting
Associate Vice President, Faculty Affairs

Procedures and Calendar for Recruitment of Part-Time Faculty for the 2015-2016 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 2015-2016 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 2015 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 2015-2016 year must equal or surpass the total units assigned during the 2014-2015 year if the faculty member had assignments during both semesters of the 2014-2015 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 attached. 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/faculty-affairs/forms](http://www.csun.edu/faculty-affairs/forms). Questions regarding the procedures should be directed to the appropriate College Dean or Administrative Unit Supervisor.

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 (or Administrative Unit Supervisor) and the Director of the Office of Equity and Diversity before the search is initiated. If approved, the deadline date on the AA-6 will be modified.

Please contact William Whiting, Associate Vice President for Faculty Affairs, at Ext. 2962 if you have any questions on these matters.

William Whiting
Associate Vice President, Faculty Affairs

cc: Harry Hellenbrand, Provost
    William Watkins, Vice President
    Colin Donahue, Vice President
    College Deans
    College MARS
    Susan Hua, Director for Equity and Diversity
For Fall 2015, 2015-16 Academic Year, or Spring 2016 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 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 Fall 2015 and 2015-2016 Academic Year**

Submit description of anticipated staffing needs (AA-6) to College Dean: No later than February 13

Closing date for applications (indicate on AA-6): At least 3 weeks after date of posting of AA-6 but no later than May 1

Submit AA-6 to Equity & Diversity: No later than April 10

Establishment of pool of qualified applicants:
(Submit AA-7 and AA-8 to College Dean or Administrative Unit Supervisor) No later than May 22

Submit AA-7 and AA-8 forms to Equity & Diversity: No later than June 5

**Cycle Two - Announcements for Spring 2016 ONLY (if anticipated need exists)**

Submit description of anticipated staffing needs (AA-6) to College Dean: No later than September 11

Closing date for applications (indicate on AA-6): At least 3 weeks after date of posting of AA-6 but no later than November 13

Submit AA-6 to Equity & Diversity: No later than October 23

Establishment of pool of qualified applicants:
(Submit AA-7 and AA-8 to College Dean or Administrative Unit Supervisor) No later than December 4

Submit AA-7 and AA-8 forms to Equity & Diversity: No later than December 18

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 (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 Office of Equity and Diversity, 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 Office of Equity & Diversity and will remain valid for up to three (3) years, at which time Departments are to submit any updated criteria to the Office of Equity & Diversity and the College Dean for approval. To ensure that such criteria are current and consistent with Department needs and the qualifications listed in the AA-6s, 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 an Announcement of Anticipated Part-Time Faculty Openings (AA-6). The AA-6 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 AA-6 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) (AA-6s) are to be sent to the College Dean for approval and signature no later than February 13.

Step 4  The College Dean or Administrative Supervisor, upon approval of the AA-6, forwards the AA-6 to the Office of Equity and Diversity for approval.

Step 5  The Director of Equity and Diversity 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. AA-6s should not be posted or distributed prior to receipt of such approval from the Office of Equity and Diversity. 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 AA-6) for that semester’s pool.

Step 6  The Department, College, or Administrative Unit engages in broad recruitment of applicants and advertises part-time 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 part-time 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 2015 pool only, or has determined additional need following the establishment of the 2015-2016 Academic Year pool, the Department must submit a new AA-6 for the Spring Semester 2016 and establish the Spring pool as described in Cycle Two.

Part-time faculty currently in pools are not automatically considered for future pools and instead, are notified by the Department of the need to re-apply 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 (AA-2), with a postage-paid, self-addressed envelope to be returned directly to the Office of Equity and Diversity. The Department may also utilize the option of emailing both the acknowledgement letter and the AA-2 form to the applicants. If using this option, the AA-2 form must be returned via email directly to: equityanddiversity@csun.edu. AA-2 envelopes can be obtained from the Office of Faculty Affairs at extension 2962. The AA-2 form can be obtained from the Faculty Affairs Webpage at: http://www.csun.edu/faculty-affairs/forms. 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.” is used in place of a hire number, and the name of the Department must also be listed.

The Director of Equity and Diversity collects applicant data from the AA-2 responses obtained from all part-time searches conducted during the academic year. The Director of Equity and Diversity 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 AA-6, 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 AA-6, should enter into the evaluation. These documents must remain in the Department for a period of three years and 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. As a minimum, the file shall contain:

a. A copy of the announcement used in the search (AA-6).

b. A copy of the approved ranking criteria used in the search.

c. A copy of the Applicant Pool Log and Disposition (AA-7). A separate AA-7 should be used for each specialization or course number consistent with the AA-6.

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. The advertisement should also make clear how an applicant can indicate the applicant’s availability for either the entire 2015-2016 Academic Year, the Fall 2015 semester only, or the Spring 2016 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 AA-7 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 (AA-7) and copies of the Affirmative Action Recruitment Record for Part-Time Faculty (AA-8) no later than May 22nd for the 2015-16 Academic Year, and December 4th for the Spring 2016 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 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 Director of Equity and Diversity, a one-semester appointment may be processed.

Step 12  The College Dean (or Administrative Unit Supervisor) reviews the applicant pool (AA-7) and the Affirmative Action Recruitment Record (AA-8) for approval. No appointments may be processed prior to such approval. An approved copy of the AA-7 and the AA-8 is sent to the Director of the Office of Equity and Diversity no later than June 5th for the 2015-2016 Academic Year and December 18th, 2015 for the Spring 2016 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 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 2015 (August 19, 2015) semester is June 20.

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
(AA-7) 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.
Department:

Effective Date of Appointment:
All part-time faculty appointments are temporary and do not confer academic rank.

Anticipated needs

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<th>Courses or Specialization</th>
<th>Qualifications</th>
<th>Current Salary Range</th>
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<td>(Specify time if appropriate)</td>
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Application Process: Applicants should forward a current resume and a letter which designates specific courses or areas they are interested in teaching and, whenever possible, times available for teaching assignments. The resume should include educational background, prior teaching experience, evidence of scholarship, and/or related professional experience.

Inquiries and applications should be addressed to:

Application Deadline: For Academic Year: __________ /For Spring 2016 Semester Only: __________

Final determination of part-time teaching assignments is contingent upon student enrollment figures and funding.

General Information:

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Applicants who wish to request accommodations for a disability may contact the Office of Equity and Diversity, (818) 677-2077.

AA-6
Revised 01/15
n:forms:AA-6
# Applicant Pool Log and Disposition for Part-Time Faculty

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<tr>
<th>Department</th>
<th>Area of Specialization (if appropriate)</th>
<th>Academic Year</th>
<th>Semester only</th>
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<tr>
<th>Date Application Received</th>
<th>Name</th>
<th>Applicant Info Form (AA-2) Sent</th>
<th>Qualifications: 1 = satisfactory 2 = unsatisfactory</th>
<th>Reasons for ranking applicant unsatisfactory*</th>
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*Evaluation Form for each candidate rated unsatisfactory may be substituted.  
Please attach a copy of the criteria for this area of specialization which identifies what constitutes "satisfactory," and "unsatisfactory."  
The listing above constitutes the applicant pool for part-time faculty for the period designated.

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Dept. Equity & Diversity Representative | Date | Department Chair | Date | College Dean/Vice President | Date
---|---|---|---|---|---

This report must be in the Office of the College Dean by **May 22, 2015** for 2015-2016 Academic Year and **December 22, 2015** for the Spring 2016 Semester (if necessary).

http://www.csun.edu/faculty-affairs/forms

Revised: 1/15