

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 700 (LECTURERS)**

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward _____
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: _____
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. **(Optional) Briefly state the rationale for your proposed changes:** _____

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed Cover Sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<i>Michael Love</i>	4Nov2020
Chair, Department Personnel Committee	Date
<i>Syrene Smith</i>	
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Date
Chair, College Personnel Committee	Date
College Dean	Date
<i>Mary Pat Stein</i>	
Chair, Personnel Planning and Review Committee	6/10/2021 Date

<i>(for PP&R use only)</i>	Fall 2021	
Spring 2021	Fall 2024 (for changes in criteria)	Fall 2025
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF ANTHROPOLOGY PERSONNEL PROCEDURES FOR TEMPORARY ACADEMIC
PERSONNEL

November, 2020

Supplement to the Administrative Manual Regulations Personnel Matters (Section 700)
Departmental Procedures for Evaluating Teaching Effectiveness of Lecturers.

A. Evidence of Teaching Effectiveness

1. Evaluations of teaching effectiveness by lecturers in the Department of Anthropology may be conducted by the Chair, by members of the Department Personnel Committee, or by a designee of the Chair from among the tenured faculty of the Department.
2. Class visits of classes taught by lecturers will be made during the first semester that a lecturer is employed. Subsequent visits will be conducted at least once each academic year.
3. The department concept of teaching effectiveness includes excellence in teaching in a broad range of forms including student-centered approaches, reflected in evidence as described below.
4. Requirements for instructional aids and materials.
 - a. Each lecturer shall include teaching materials in the Professional Information File {PIF}. These should include, but are not limited to,
 - 1) Course syllabi that meet the university's syllabus policy and include the required readings for the course.
 - 2) Lists of assigned readings
 - 3) Instructional aids
 - 4) Evidence for participation in professional development related to teaching
 - b. Additional instructional aids and materials that may be included,
 - 1) Course-related student publications, with identifying information removed.
 - 2) Course-related student public presentations with identifying information removed.

- 3) Course-related student poster exhibits, with identifying information removed.
- 4) Additional types of contributions that advance student-centered and other instructional efforts, with identifying information removed.

B) Requirements for class visits

- 1) Class visits may be conducted by a representative of the DPC, the Department Chair or a designee from among the tenured faculty.
- 2) Each visit must be arranged by mutual consent of the instructor and the DPC representative and the Department Chair at least five days in advance (as per the CBA).
- 3) The instructor shall provide the evaluator with a syllabus in advance of the visit.
- 4) The instructor shall provide the evaluator with access to the course page in the university's learning management system.

C) Procedures for reporting on class visits

- 1) The evaluators shall each prepare a report concerning the peer class visit.
- 2) Topics covered by the evaluator's class visits shall include:
 - a) Contextual information regarding date/time of visit, course information, and details of arrangement with course instructor. For online courses, the report will state the days or days that the course page was observed.
 - b) Instructor's overall organization of the course as evidenced by the syllabus and/or organization of the course page in the Learning Management System (Canvas or similar).
 - c) Evidence of Program Learning Outcomes and Student Learning Outcomes addressed by course, as they are contained in the syllabus.
 - d) Discussion of the effectiveness of presentation instruction.

- e) Discussion of the specific descriptions of teaching methods.
- f) Discussion of instructor-student interactions.
- g) Evaluation of the accessibility of the course materials.

D. Procedures for submission of reviews and responses

The department will follow Section 700 regarding the submission of reviews, the opportunity for the faculty member to comment, and possible revision of the review before it is placed in the PAF.

E. Procedures for Student Evaluations of Faculty

- 1) All lecturers shall deploy the "Student Evaluation of Faculty" questionnaire for every course taught.
 - a) Procedures for use of optional open-ended questionnaire in instructor review will be the same as those for "Student Evaluation of Faculty" questionnaire.