

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

MCCAMC
COLLEGE

Art
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 April 15 2021
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: April 15 2021
 - 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:** no changes to 2016 policies.

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)

[Signature] April 15 2021
 _____ Date
 Chair, Department Personnel Committee
[Signature] 07-May-2021
 _____ Date
 Department Chair

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

[Signature] Lawrence F. Stoffel 5/7/21
 _____ Date
 Chair, College Personnel Committee
[Signature] 07-May-2021
 _____ Date
 College Dean
[Signature] 06/10/2021
 _____ Date
 Chair, Personnel Planning and Review Committee

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

Department of Art Personnel Policies and Procedures Lecturer Faculty

IA. Procedures For Part-Time Three-Year Review

Based on the Faculty Contract, part-time faculty up for a new three year contract or renewal must be evaluated prior to a new contract offer. These materials should be submitted to the Administrative Support Coordinator in the Department of Art Office during the Spring semester (by the date set by the department and before the end of the Spring semester). The submitted materials to be included are the following:

The University requires review of the PAF and student evaluations (as per Section 700).

The following materials will be required by the Department of Art and reviewed by the Department Personnel Committee.

- 1) Curriculum vitae
- 2) Current syllabus—A syllabus representing each different course (as opposed to section) that a candidate teaches must be included.
- 3) Current samples of student work

For Studio Courses: Provide examples of two different assignments per course. Include a description of the project assignment and show 10–20 examples of student work per class. Please label work with student's name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.

For Lecture Courses: Provide 2–3 examples for one assignment, including a description of the assignment, if the candidate teaches one course. If the candidate teaches 2 or more different course offerings, include 2 assignments from different classes. Please label work with student's name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.

- 4) A short statement (1–2 pages) describing the candidate's teaching philosophy and teaching effectiveness during the past three or five years, depending on the candidate's current contract status. This may also include information regarding: peer-reviewed publications, creative activities including exhibitions, curatorial work, presentations or attendance at conferences, workshops that the candidate has lead or attended, and any other training or learning that has directly benefitted the candidate's teaching effectiveness.
- 5) The review will also consider class visit evaluations conducted by a tenured full-time faculty member.
- 6) The review will also consider student, faculty, and staff input (as per Section 700).