

**SECTION 700 (LECTURERS)**

Nazarian College of Bu  
COLLEGE

Business Law  
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 11/02/2020
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 10/30/2020
  - b. Indicate the date the CPC voted to approve the proposed changes: 10/23/2020
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:** NOTE AACSB  
QUALIFICATION REQUIREMENTS & INCLUSION OF  
QLT GUIDELINES

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto: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)**

<u>Nina Galdin</u>	<u>11-2-20</u>
Chair, Department Personnel Committee	Date
<u>Kurt Anderson</u>	<u>11/02/2020</u>
Department Chair	Date

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

<u>David Ackerman</u>	David Ackerman	09-Jun-2021
Chair, College Personnel Committee		Date
<u>Ch</u>	Chandra Subramaniam	09-Jun-2021
College Dean		Date
<u>Mary Patricia Stein</u>	Mary-Patricia Stein	06/14/2021
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>	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 BUSINESS LAW  
PERSONNEL PROCEDURES FOR LECTURERS**

Lecturers must adhere to the personnel policies and procedures enumerated in Section 700 of the California State University, Northridge, Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook; and must remain AACSB Qualified. <https://www.aacsb.edu/accreditation/accredited-schools>

I. Procedures for Evaluating Teaching Effectiveness

A. Class Visits

1. Visits shall be made by the Department Chair, or at least one member of the Department Personnel Committee or their designees. Designees shall be senior, tenured faculty within the department.
2. The Chair of the Department Personnel Committee shall give written notice to each lecturer of the names of the members of the Committee who have been designated to visit that candidate's classes, and shall also request in writing that each candidate arrange a mutually agreeable date and time for each class visit. The reviewee must provide access to all learning materials and the Learning Management System (LMS), as appropriate.
3. During class visits, the following shall be considered:
  - a. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;
  - b. Awareness of current trends and developments in the field;
  - c. Awareness of theoretical, philosophical, and practical implications of material covered in class;
  - d. Ability to communicate effectively;
  - e. Enthusiasm for teaching;
  - f. Sensitivity to individual student needs, including receptivity to questions;
  - g. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;
  - h. Whether the instructor places significant demands on students to develop critical thinking skills, including requiring students to demonstrate an ability to analyze, distinguish, and examine issues and to be able to apply course

concepts to solve problems and reach conclusions. In law classes, these techniques must include use of the Socratic method so that students demonstrate their ability to identify legal issues, their knowledge of legal rules, and their understanding of how those rules are applied; and

- i. In law classes, whether the instructor requires students to brief cases and answer problems in writing.
- j. Instructors in all courses must meet at least 70% of the “Core” items listed in the Quality Learning and Teaching (QLT) guidelines. Hybrid and Fully online courses must meet all “Core” items and at least 70% of all QLT guidelines.

B. Additional Sources of Evidence of Teaching Effectiveness. The following factors will be considered when evaluating an instructor’s teaching effectiveness:

1. Grade distribution patterns as distributed by the department;
2. The instructor’s examinations and instructional materials; and
3. Inclusion of a pedagogically significant writing component. At least 50% of a course grade must be determined by a student’s written work (which may include essay exam questions, papers, written solutions to problems, and other written work).