

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

Humanities
COLLEGE

Central American Si
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) 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 cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

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BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward November 21, 2018 Office of Faculty Affairs
- Department or College initiating proposed changes Central American Studies
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").
Change in the language as our Program became our Department; change in the language regarding our discipline, which was listed as an area of studies.
sect 700, lecturer
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: November /12 /2018
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 1 / 1

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Susan Fitzpatrick Behrens [Signature] November 21, 2018
Chair, Department Personnel Committee Date

Dr. Douglas Carranza Mena [Signature] November 21, 2018
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] TOMO MATTEO 12/13/18
Chair, College Personnel Committee Date

[Signature] [Signature] 12-17-18
College Dean Date

[Signature] [Signature] 08/21/2019
Chair, Personnel Planning and Review Committee Date

| | | |
|--------------------------------|-------------------------------|---------------------|
| (for PP&R use only) | | |
| <u>08/21/2019</u> | <u>07/01/2019</u> | <u>Fall 2023</u> |
| Approval Date | Effective Date (see attached) | Date of Next Review |

Central American Studies Program

Lecturer Faculty Policies and Procedures

Fall 2019

I. CRITERIA FOR EVALUATION PROCEDURES:

The Department of Central American Studies follows the criteria set forth by Section 700 for the Evaluation of Temporary Academic Personnel. In addition, the following criteria are presented to supplement Section 700 of the *Administrative Manual* in the review of Central American Studies Temporary Academic Personnel.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS:

A. Class Visits.

All Lecturers teaching in the Department of Central American Studies will be visited once per academic year by a member of the Department Personnel Committee or their designee. Designees must be tenured faculty members. Class visit reports must be provided to the faculty member within fourteen (14) calendar days of the class visit.

B. Student Evaluations.

Student evaluations will be administered for each Lecturer in two classes per academic year. If the lecture is assigned fewer than two classes then evaluations will be administered for all assigned classes. Student evaluations of two classes of Lecturers in their first year of service at this University will be administered in both Fall and Spring semesters. All classes will have evaluations administered for first year lecturers who have fewer than two classes assigned during each semester.

C. Student Consultation Procedures.

Announcement of the Lecturer's upcoming evaluation will be made in Central American Studies classes and posted on the Department's Bulletin Board in advance of the consultation date. Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the candidate consistent with Section 700 procedures.

D. Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in Section 700, the Department of Central American Studies will afford special recognition to the following:

1. Pedagogical strategies that provide evidence of innovative approaches to teaching activities, especially as they complement the field of Central American Studies.
2. Teaching courses, workshops, or presenting pedagogical talks in universities in other parts of the U.S. as well as in other countries.
3. The design of materials and textbooks that contribute to the development and teaching of the newly emerged area of studies in Central American Studies.
4. Mentorship of students carrying out fieldwork or original research.
5. Contributions to the Field of Study that document the currency of faculty's scholarship in the discipline of Central American Studies.