

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

Humanities
COLLEGE

Chicana/o Studies
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.

RECEIVED
CSUN

DEC 17 2018

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11.15.18
- Department or College initiating proposed changes _____
- 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"). Proposed changes were initiated by Department due to changes made by the university regarding salary elevations for lecturers. section 700

Office of
Faculty Affairs

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 6 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Christina Ayala-Alcantar 11/15/18
Chair, Department Personnel Committee Date
[Signature] 11/15/18
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Tomo HATTORI 12/13/18
Chair, College Personnel Committee Date
[Signature] 12-17-18
College Dean Date
[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

Department of Chicana and Chicano Studies
Personnel Procedures for Temporary Academic Personnel
Approved March 2019

- I. Criteria for Range Elevation
 - a. Lecturers shall demonstrate achievement appropriate to their work assignments and the mission of the University.
 - b. Lecturers must continue to demonstrate professional development since their initial appointment or last range elevation.
 - c. Accumulated teaching experience is not considered sufficient for range elevation.

- II. Procedure
 - a. Each lecturer shall establish and maintain a Professional Information File (PIF). The PIF provides materials for the Department Chair and the College Dean to determine “the applicant’s attainment of minimum qualifications for elevation to the next higher salary range” (Section 700).
 - b. The information provided in the PIF should not duplicate what is in the Personnel Action File (Section 700).
 - c. Professional Development Materials for PIF
 1. The PIF must include “the lecturer’s written request for consideration by the Department Chair” for a salary range elevation (Section 700).
 2. The Department of Chicana and Chicano Studies recognizes materials for the following areas of professional accomplishments as demonstration of professional development:
 - a) Scholarly activities – Examples of this include (but are not limited to) articles, scholarly books, book chapters, translations of major scholarly works, editorship of books or journals, external grant proposals, public scholarship or community based research products, conference presentations, instructional materials, and workshops.
 - b) Creative activities – Examples of this include (but are not limited to) literary compositions in any genre, musical compositions, and/or arrangements, artistic creations, performances on film, performances in concerts and venues of established prestige, performances in national and international festivals, exhibition of creative works in theaters, museums, galleries, and film production (writer, director or producer).