

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

ECS

COLLEGE

Computer Science

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.*

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward Nov 13, 2009
3. Department or College initiating proposed changes Department
4. 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").
initiated by the Dept of Computer Science
in response to request from
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 1/27/2010
Chair, Department Personnel Committee Date

[Signature] 1/29/2010
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 1/29/10
Chair, College Personnel Committee Date

[Signature] 1/29/10
College Dean Date

[Signature] 5-11-10
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S'10</u>	<u>F'10</u>	<u>2013-2014</u>
Approval Date	Effective Date (see attached)	Date of Next Review

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
 Computer Science Department
 Faculty Teaching Evaluation

Name of Instructor evaluated (FT) (PT): _____

Date/time: _____ No. of students: _____

Class _____

Rating code: 1- low: 2-needs improvement: 3-good: 4-very good: 5-exceptional

Notes:

- Please feel free to use decimal rates such as 4.5 for rating between very good and exceptional.
- If the rating code is not applicable, please make a note.

Rating

Comments

	Covers the class material at the appropriate level	
	Presents material clearly	
	Presentation was technically sound	
	Appropriate classroom interaction and ability to communicate to students	
	Creates interest in the subject.	
	Control of class session	
	Well-organized lecture	
	Paces lecture appropriately	
	Ability to use visual aids to students	

Was the instructor aware of your visit in advance? YES NO

Where did the instructor excel? What were their strong points?

Where were they weak or in need of improvement?

Evaluator (print): _____ Chair (print name): _____

(sign): _____ (sign): _____

(date): _____ (date): _____

Date