

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

DN COBAE
COLLEGE

Economics
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 _____

3. Department or College initiating proposed changes Economics

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"). _____

Changes initiated by Department to be in compliance
with current Faculty Contract, section ~~600~~ ⁷⁰⁰ for Council J.C., and
Nazarian College procedures and policies.

5. The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Glen Whitman Glen Whitman 4/5/16
Chair, Department Personnel Committee Date

[Signature] [Signature] 4/5/16
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Jon Nadenichek Jon Nadenichek 4/18/16
Chair, College Personnel Committee Date

Kenneth Lord Kenneth Lord 4/15/16
College Dean Date

[Signature] [Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

S'16
Approval Date

F'16
Effective Date (see attached)

F'20
Date of Next Review

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Office of
Faculty Affairs

DEPARTMENT OF ECONOMICS
Procedures for Hiring and Review of Lecturers

The Department will hire and review the performance of lecturers in a manner consistent with Section 700 of the Administrative Manual, as well as the related personnel rules of the David Nazarian College of Business and Economics Faculty Handbook.