

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

Humanities

English

COLLEGE

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**

NOV 03 2015

**Office of
Faculty Affairs**

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)

2. Date that current proposed changes were sent forward October 21, 2015

3. Department or College initiating proposed changes Department of English

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"). These procedures are related to part time faculty.

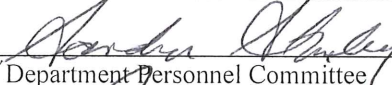
These procedures are related to part time faculty.

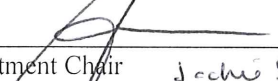
This is for the normal process of fifth year review.

The faculty have decided not to make changes to the procedures at this time.

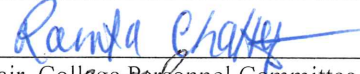
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

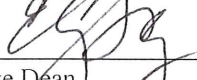
FOR DEPARTMENT PERSONNEL PROCEDURES:

 10/21/15
Chair, Department Personnel Committee Sandra Stanley Date

 10/21/15
Department Chair Jackie Stilleup Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

 11-3-15
Chair, College Personnel Committee Date

 10-29-15
College Dean Date

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

(for PP&R use only)

8/16
Approval Date

F/16
Effective Date (see attached)

F/20
Date of Next Review

Evaluation of Part Time (Lecturer) Faculty
Department of English

Name of Instructor _____

Course Observed _____

Name of Evaluator _____

Date and Duration of Observation _____

Strongly
Agree

Strongly
Disagree

	5	4	3	2	1	NA
Presents material clearly						
Plans and organizes effectively						
Engages and responds to students						

Comments, based on observation, syllabus and course materials:

Evaluator _____

Lecturer _____

Date _____

Date _____

This evaluation has been discussed with me. I understand that I have the right to respond per Section 600 of the Administrative Manual.

Class visits of temporary academic personnel as specified in Section 700 of the Administrative Manual.

Last revised May 10, 2010.