

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 700 (LECTURERS)**

Humanities
COLLEGE

English
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

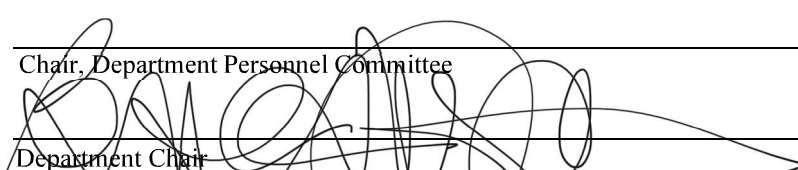
BACKGROUND INFORMATION:

- CHECK ONE:** Are proposed changes those of College or Department procedures?
- Date that current proposed changes were sent forward 9/29/2020
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: _____
 - Indicate the date the CPC voted to approve the proposed changes: _____
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** _____
The faculty have decided not to make changes to the procedures at this time. We will continue to follow Section 700 accompanied by the attached evaluation form.



Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed Cover Sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

 Chair, Department Personnel Committee 09/29/2020
Date
 11-30-20
Date
 Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

 Jennifer Thompson 11-30-20
Date
 Chair, College Personnel Committee
 Jackie Stallcup Digitally signed by Jackie Stallcup
Date: 2020.12.14 18:03:45 -08'00'
 College Dean Date
 06/10/2021
Date
 Chair, Personnel Planning and Review Committee

(for PP&R use only)	Fall 2021	
Spring 2021	Fall 2024 (for changes in criteria)	Fall 2025
Approval Date	Effective Date (see attached)	Date of Next Review

