

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

David Nazarian College of Bus and Econ

Finance, Financial Planning and Insurance

COLLEGE

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.

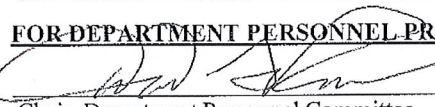
FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted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

BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward October 25, 2019
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: October 30, 2019
 - b. Indicate the date the CPC voted to approve the proposed changes: February 17, 2020
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. (Optional) Briefly state the rationale for your proposed changes: _____

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

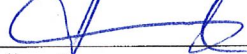
1. **WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
2. **Signed Cover Sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)
 David T. Russell 5/6/20
 Chair, Department Personnel Committee Date

Zhong-guo Zhou ZHONG-GUO ZHOU 5/7/2020
 Department Chair Date

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

Ardavan Asef-Vaziri Ardavan Asef-Vaziri 05/07/2020
 Chair, College Personnel Committee Date

 Chandra Subramaniam 5/8/2020
 College Dean Date

 Schmidt 7/31/20
 Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	Fall 2020	
<u>Fall 2020</u>	<u>Fall 2023 For Changes in Criteria</u>	<u>Fall 2024</u>
Approval Date	Effective Date (see attached)	Date of Next Review

October 25, 2019 (Approved by Department Oct 30, 2019)

**DEPARTMENT OF FINANCE, FINANCIAL PLANNING, AND INSURANCE
PERSONNEL POLICIES AND PROCEDURES,
AND EXPECTATIONS OF ALL NON-TENURE-TRACK FACULTY**

I. PERSONNEL POLICIES AND PROCEDURES

Personnel policies and procedures of the Department of Finance, Financial Planning and Insurance are consistent with those enunciated in Section 700 of the California State University, Northridge Administrative Manual and the Faculty Handbook of the David Nazarian College of Business and Economics.

II. EXPECTATIONS OF ALL NON-TENURE-TRACK FACULTY

A. All non-tenure-track faculty of the Department of Finance, Financial Planning, and Insurance should have high internal standards for, and maintain at least the expected performance in, teaching. While contributions to the University and community are encouraged, they are not required for non-tenure track faculty. Further, non-tenure-track faculty are expected to improve any area in which performance does not meet the following expectations:

1. “Expected performance” in teaching effectiveness means that faculty members are current in their instructional field, are effective in the creation and delivery of instruction, and are accessible to students consistent with College and Department expectations. In addition, they use feedback from class visits and student evaluations to improve their teaching. In accordance with the Administrative Manual, teaching effectiveness should be evaluated based on class visits and student evaluations.
2. Full-time and part-time lecturers are normally expected to be highly qualified in accordance with current AACSB standards.