


Date: March 3, 2022

To: Department Chairs

From: Diane Guido
Associate Vice President for Faculty Affairs 

Subject: Annual Evaluation of Full-Time Lecturers, Assistant Librarians, and Counselors

Section 621.4.2 of the Administrative Manual reads as follows:

621.4.2 Evaluation.

- a. Each full-time Lecturer shall receive from the Department Chair a written performance evaluation at the end of the academic year. Prior to the written evaluation, the faculty member shall be requested to complete a "Full-Time Lecturer's Annual Summary of Achievements" form.
- b. The Department Chair shall consult as widely as possible with the tenured members of the Department prior to completing the written evaluation. A copy of the evaluation shall be included in the faculty member's Personnel Action File. The University's commitment to encourage equity and diversity shall be kept in mind.

Please note that this section of the Administrative Manual, 621.4.2, is currently under revision in order to comply with the CBA. Therefore, please be advised that consultation with colleagues before completing the written evaluation may not be oral, but would need to follow section 613 (Written Statements About Faculty). Written statements that are substantive must have an identified source and must be in the PAF in order to be considered during the evaluation. All such additions to the PAF must be made by the Dean.

The "Full-Time Lecturer/Librarian/Counselor Annual Summary of Achievements" and "Evaluation Conference with Full-Time Lecturer/Librarian/Counselor" forms are available on the Faculty Affairs website: <http://www.csun.edu/faculty-affairs/forms>. The "Full-Time Lecturer/Librarian/Counselor Annual Summary of Achievements" form should be completed by the faculty member, and submitted to the Department Chair or Program Director no later than March 28, 2022. The Department Chair or Program Director will use the information from this form, plus other information, to prepare the "Evaluation Conference with Full-time Lecturer/Librarian/Counselor" form.

Sometime near the end of the academic year, the Department Chair or Program Director should meet with the faculty member to discuss the written evaluation. It should be noted that the faculty member's signature on the cover page of the "Evaluation Conference with Full-Time Lecturer/Librarian/Counselor" form does not indicate agreement with the contents of the written summary, but only that the conference was held on the date indicated. If the faculty member wishes, a written response to the evaluation summary may be submitted for inclusion in the Personnel Action File by following the process delineated in Article 11.2 of the Collective Bargaining Agreement.

Attached to this memorandum for Department Chairs and Program Directors is a listing of the full-time Lecturers, Librarians, and Counselors in the Department for whom evaluations should be completed. If you have any questions on any of these matters, please contact the Office of Faculty Affairs at extension 2962.

cc: Mary Beth Walker, Provost and Vice President for Academic Affairs
College Deans