

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

**CSBS**

**HISTORY**

**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.*

**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Are proposed changes those of College  or Department  procedures?
2. Date that current proposed changes were sent forward December 2019
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 3/24/2020
  - b. Indicate the date the CPC voted to approve the proposed changes: 8/12/2020
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](mailto: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)**

<u>Josh Sides</u> <i>Josh Sides</i>	<u>4/2/2020</u>
Chair, Department Personnel Committee	Date
<u>Josh Sides</u> Josh Sides, Acting Chair	<u>7/24/2020</u>
Department Chair	Date

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

<u>Alexandra Macias</u>	<u>8-12-20</u>
Chair, College Personnel Committee	Date
<u>[Signature]</u>	<u>8.12.20</u>
College Dean	Date
<u>[Signature]</u>	<u>8/18/20</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>Spring 2020</u>	<u>Fall 2020</u>	<u>Fall 2024</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF HISTORY  
PERSONNEL POLICIES AND PROCEDURES

- I. The Department of History follows the criteria, policies, and procedures for retention and evaluation of Temporary Academic Personnel set forth in Section 700 of the University's *Administrative Manual*. The Department has not adopted specific criteria or policies for personnel actions beyond those set forth in Sections 700.

The following procedures are followed in carrying out the requirements of Section 700.

- II. Procedures for Class Visits.
- A. Section 700 requires a visit by the Department Chair or a designee. The chair's designee, if used, will be a tenured senior faculty from this Department.
  - B. Required class visits are carried out according to the intervals specified in Sections 700. Those sections allow additional visits if necessary.
  - C. Visits during the Fall Semester take place during a six-week period in October and November. During the Spring the period is in March and April.
  - D. Visits by the Department Chair are scheduled by mutual consent between the two individuals, taking into account, where possible, the faculty member's preferences for course and date of visitation.
  - E. Prior to all visits, the individual will be expected to provide the visitor, in a timely fashion before the visit, a current resume, a syllabus of the course in question, any handouts relevant to the particular session, sample examinations/assignments, and a statement of teaching philosophy. These items would logically be the same ones included in the individual's Professional Information File; however, the entire file should not be given to the visitor.
  - F. During class, the visitor will be interested in the relation of the class session to the overall structure and purpose of the course; the clarity and organization of the lecture or other presentation; the instructor's

receptiveness to student questions and the clarity of responses; encouragement and management of discussion, and the quality thereof; classroom management; the professionalism of the instructor (broadly defined); and other specific points as they may be relevant. The focus of the visitor's evaluation will be appropriate to the pedagogy employed in the class.

Following the visit, the instructor and visitor will meet by mutual agreement to discuss the evaluation. This discussion will include the points in Section G., and also the overall concept of the course, including the syllabus; the appropriateness of the course content and requirements to the instructional level; the appropriateness of sample examinations, with specific relation to Department requirements; and the ways in which the course reflects the instructor's stated teaching goals.

If the instructor disagrees with any part of the written evaluation, within ten (10) calendar days, the instructor may request a meeting to discuss the report and/or prepare a written response for inclusion in the instructor's Personnel Action File. After the ten (10) calendar day period, copies of the report will be provided to the Department Chair. The Department Chair will ensure that copies of all reports are placed in the individuals' Personnel Action Files in the Dean's Office.

If the instructor disagrees with any part of the written evaluation, he or she may prepare a written response for inclusion in their Personnel Action File within 10 days.

Any instructor may, at any time and on their initiative, arrange a class visit by any faculty member of this university or any other university, and may ask that individual to prepare a report for inclusion in the Professional Information File. Such visit may not substitute for one by the Department Chair or the Personnel Committee.

### III. Procedures for Administering Student Evaluations of Teaching

The History Department uses the online SEF system to evaluate two classes each academic year for all Temporary Academic Personnel. For new faculty, there shall be two evaluations in the first semester of employment.

Each instructor may select the specific classes to be evaluated, which should be representative of their teaching areas. Candidates for personnel action should have questionnaires administered in the Fall semester. Other faculty may have questionnaires administered either in Fall or Spring. However, new faculty must have questionnaires administered in their first semester of employment.

#### IV. Procedures for Student Consultation

- A. Section 700 does not provide specifically for consultation regarding part-time faculty. However, these provisions do not affect the right of students to consult with the Department Chair on such issues.
- B. The History Department has adopted the following procedure in the attempt to preserve academic freedom and the integrity of the personnel process. The following announcement will be posted on the sixth floor of Sierra Tower and on other History Department bulletin boards:

“The Faculty of the History Department affirms the prerogative of students to consult the department regarding teaching performance, curriculum, and resources. Students wishing to avail themselves of this opportunity are advised to contact the Department Chair with their opinions on the teaching performance of faculty under personnel consideration and are advised that they may also consult with the Department Personnel Committee regarding those faculty. Students interested in participating in this process will be invited to meet with the Personnel Committee.”

- C. The Personnel Committee, in accordance with the relevant provisions of Section 700, shall determine the use and disposition of information provided by students during such consultation.

Attachment A: SEF Online Questions for History

Is well prepared  
Has interest and concern in the quality of his/her teaching  
Has a genuine interest in students  
Seems to enjoy teaching  
Relates to students as individuals  
Explains clearly  
Presents origins of ideas and concepts  
Discusses points of view other than his/her own  
Has an interesting style of presentation  
Emphasizes conceptual understanding  
Is careful and precise in answering questions  
Knows if the class is understanding him/her or not  
Invites criticism of his/her own ideas  
Is a dynamic and energetic person  
Is valued for advice not directly related to the course  
Course is among the best I have had at this university  
Professor is among those from whom I have learned the most