

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

MCCAMC
COLLEGE

Journalism
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.

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Office of
Faculty Affairs

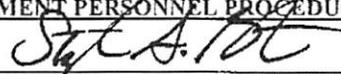
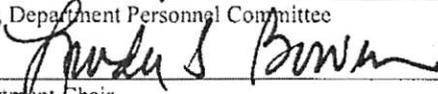
BACKGROUND INFORMATION:

LECTURER

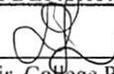
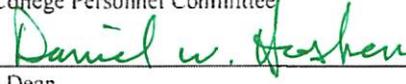
- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11/7/19
- Department or College initiating proposed changes Journalism
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). Changes made in accordance with five-year review.
We are changing policies for Lecturers, supplementing Section 700.

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 5 / 19
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 11 / 15 / 19

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

| | | |
|---|---------------------|---------|
|  | Stephanie Bluestein | 11/7/19 |
| Chair, Department Personnel Committee | | Date |
|  | Linda Bowen | 11/7/19 |
| Department Chair | | Date |

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

| | | |
|---|--|-----------------|
|  | | 12/16/2019 |
| Chair, College Personnel Committee | | Date |
|  | | <u>12/17/19</u> |
| College Dean | | Date |
|  | | <u>6/18/20</u> |
| Chair, Personnel Planning and Review Committee | | Date |

| | | |
|---------------------|-----------------------------------|---------------------|
| (for PP&R use only) | Fall 2020 | |
| Spring 2020 | Fall 2023 For Changes in Criteria | Fall 2024 |
| Approval Date | Effective Date (see attached) | Date of Next Review |

Revised 10.16

Department of Journalism
California State University, Northridge
Department Personnel Policies and Procedures
(revised April 2020)

PART-TIME FACULTY DOCUMENT

I. CRITERIA FOR HIRING PART-TIME FACULTY [Section 709.1]

- A. It is the policy of the Department of Journalism to follow University Diversity and Equity and Collective Bargaining regulations and guidelines for all part-time faculty hires.
- B. The Department of Journalism uses the following criteria, adhering closely to the qualifications advertised for the particular course or specialization. In the Mass Communication area the appropriateness of the degree is evaluated, depending on the course for which the person appears to be best suited. In other areas, the emphasis is placed on the level of journalistic skills and experience demonstrated by the candidate. Regarding teaching experience, the Department does not attempt to specify but instead evaluates the quality of the teaching experience reported by the candidate.
 - 1. Applicant meets minimum requirement for position.
 - 2. Applicant does not meet minimum requirement for position.
- C. Part-time faculty hires are to be made from among our currently approved, ranked pools of part-time candidates, prior to going to emergency hires.
- D. Student evaluation forms and faculty class visit letters should be used as part of the evaluation of part-time faculty applications.
- E. In all instances of emergency part-time hires, full-time faculty should be notified of the circumstances.

II. EVALUATION OF TEMPORARY ACADEMIC PERSONNEL

Based on the criteria set out in Section 700, Part-Time Faculty up for a new 3-year contract or renewal must be evaluated prior to a new contract offer. The following procedures are used by the Department of Journalism in this process.

A. Lecturer Duties

The normal instructional load is considered to be the assigned weighted teaching units of instruction and between one and three scheduled office hours. The exact number of office hours is based upon the total number of units taught during a semester. Normally, the Lecturer must schedule one office hour for every three units taught (with a maximum of three hours). Lecturers may be appointed for a maximum of 15 weighted teaching units based on the availability of funds and student enrollments. Lecturer duties are detailed in Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

Each Lecturer shall, during the contract renewal period, compile and maintain a portfolio to demonstrate teaching effectiveness and professional preparation. The portfolios will be due to the Department Chair on a designated date. The portfolio shall contain a curriculum vitae and material the Lecturer believes will support

any request for subsequent appointment. Supporting materials may include evidence of effective teaching, peer evaluation(s) of teaching, written comments by colleagues or students, etc. Student evaluations of faculty teaching (both quantitative & student comments) and formal observation reports are not required to be included in the portfolio since the Department Chair will file these in the Lecturer's Personnel Action File (PAF). The PAF is property of the University and shall be kept in the Department Office in a locked file cabinet.

B. Evaluation Procedures for Reappointment and Range Elevation

A Department committee composed of tenured faculty and the Department Chair shall provide a written evaluation of the candidate based upon an analysis of the evidence in the PAF and the portfolio. Appointments require cumulative periodic evaluation of the entire qualifying period prior to the award of an initial or renewal of a three-year entitlement. The written evaluation shall include a specific recommendation on reappointment and/or range elevation. The evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. All materials will be forwarded to the Dean of the College of Arts, Media, & Communication for a final decision.

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request ten (10) calendar days before it is placed in the Personnel Action File. The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days. Following this meeting, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. The faculty member may also submit a rebuttal statement or response in writing. A copy of the response or rebuttal statement shall be placed in the Personnel Action File.

Candidates for range elevation and reappointment may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.

C. Criteria for Making Judgments

1. Professional Preparation

For most courses and areas of specialization, a Bachelor's degree in Journalism or a closely related field that meets Department and curricular needs is sufficient as long as the candidate also possesses sufficient professional experience. However, candidates with Master's degrees, advanced doctoral students, or candidates with an earned Ph.D. are preferred, and in some areas, required. The specific qualifications for all openings can be found on Form AA-6.

2. Teaching Effectiveness and Instructional Contributions

Teaching effectiveness refers to the instructor's success in providing learning experiences designed to achieve the Department's student learning outcomes, and educational objectives of classroom instruction. Instructional contributions are made primarily through teaching. Teaching effectiveness is an essential criterion for reappointment and salary advancement.

Committee members or other designated tenured faculty will evaluate teaching performance. The candidate must demonstrate their (1) abilities as an effective university instructor, (2) abilities to support the Department's student learning outcomes, and (3) continued development of qualifications for teaching courses. The performance of the Lecturer must be acceptable in all of these areas for reappointment to be recommended. For range elevation, the candidate must demonstrate continued effectiveness as a university instructor and continued professional development since their initial appointment or last range elevation. Accumulated teaching experience alone is not considered sufficient for range elevation. Teaching effectiveness and professional development of a Lecturer will be assessed as follows:

D. Portfolio

The following material will also be required by the Journalism Department and will be reviewed by the Personnel Committee. [Adjunct Three-Year Contract Renewal Procedure. See form in appendix]

- 1) Curriculum Vitae
- 2) Current syllabus: include one for each different course.
- 3) Current Samples of student work
 - A) **SKILLS CLASSES:** Please provide examples of two different course assignments. Include a description of the project assignment and an example of visual presentation or other teaching materials used, along with a rubric that indicates how this work was assessed, and provide at least 5 examples from different students. For work published online, please provide links to the work that includes the date but not the students' names.
 - B) **LECTURE CLASSES:** Include at least two (anonymous) examples of student work, no more than three from one assignment if you teach one course, that does not identify student names. If you teach two or more different courses, include two assignments from each class. Please provide a rubric or other form of measurement/assessment that explains how you evaluate this assignment.
- 4) A short statement (1-2) pages about your teaching philosophy and teaching effectiveness during the past 3-6 years. This may also include information regarding: peer reviewed publication; creative activities including professional and creative work related to the subject of your teaching; presentations or attendance at conferences; workshops you have led or attended or any other training or learning that has directly benefited or informed your teaching effectiveness.

Additional materials not included in the portfolio that will be assessed are:

Class Visits

- (a) Each Lecturer shall be visited in their class at minimum once every 24 units of assigned courses. The Department Chair or designee may conduct additional visits if deemed necessary.
- (b) The faculty member designated to observe the instructor, in separate consultation with the Lecturer, will determine mutually agreeable dates for their class visits.
- (c) Lecturers may request an additional visit(s) by the committee or another tenured faculty member in the Department.
- (d) The faculty member designated to observe the instructor will provide a written report.
- (e) Distribution of the class observation reports is as follows:
The Department office staff will be responsible for distributing the original reports to the candidate, with file copies to the Department Chair, and the Chair of the Committee. The Department Chair is responsible for adding class observation reports into the candidate's Personnel Action File.

Student Evaluations

Each academic year, student evaluations of the Lecturer's teaching effectiveness shall be administered in each course taught by the Lecturer using the University form provided by the office staff. In accordance with Section 700, the Committee/Department Chair may consult with students directly regarding the Lecturer.

Student evaluation of instruction summaries for all semesters including qualitative free-response items on the evaluation form are to be placed by the Department Chair in each Lecturer's Personnel Action File. These evaluations are reviewed by members of the Committee and Department Chair in order to make a recommendation for reappointment and/or salary advancement.

III. Optional Procedure Permitted by Section 700

- A. Other sources of teaching effectiveness

Grade distributions, reports of formative class visits from faculty outside the formal review process,

professional letters of recommendation, and peer evaluations at other colleges/universities may also be included by the instructors in support of their file.

B. Contributions to the Field of Study

Research, publication, or equivalent creative activities beyond the terminal degree are not required for reappointment and salary advancement of Lecturers. However, publications or other scholarly and creative activities may be considered in the evaluation process. Attendance at professional meetings is encouraged to facilitate currency in the field of study.