

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

HHD

Kinesiology

COLLEGE

(PLEASE CLICK "CLEAR FORM" BUTTON AFTER USE! THANK YOU!)

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. Separate signed coversheets are required for Tenure Track Procedures (Section 600) and Lecturer/Part-Time/Temporary Procedures (Section 700).

BACKGROUND INFORMATION:

- 1. CHECK ONE: Are proposed changes those of College [] or Department [X] procedures?
2. CHECK ONE: Are proposed procedures Tenure Track (Section 600) [] or Lecturer/Part-Time/Temporary (Section 700) [X]?
3. Date that current proposed changes were sent forward December 16, 2019
4. For Department Personnel Procedures:
a. Indicate the date the department faculty voted to approve the proposed changes: October 2nd, 2019
b. Indicate the date the CPC voted to approve the proposed changes: October 2, 2019
5. For College Personnel Procedures:
a. Indicate the date the college faculty voted to approve the proposed changes:
6. (Optional) Briefly state the rationale for your proposed changes: Added procedures for lecturers.
Criteria for initial assessment.

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)

BEN B YASPELAKIS, III [Signature] 12/17/2019
Chair, Department Personnel Committee Date

K. Vrontoglou [Signature] 12/16/2019
Department Chair Date

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

[Signature] Farrell J. Webb 17-DEC-2019
Chair, College Personnel Committee Date

[Signature] 6/18/20
Chair, Personnel Planning and Review Committee Date

Table with 3 columns: Approval Date (Spring 2020), Effective Date (Fall 2020, Fall 2023 For Changes in Criteria), Date of Next Review (Fall 2024)

Department of Kinesiology
PERSONNEL POLICIES & PROCEDURES
Temporary Faculty - Lecturers
Revised Fall 2019

I. Lecturer Duties

Lecturer duties are consistent with the current Collective Bargaining Agreement and Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

- a. The instructional load is considered the assigned weighted teaching units of instruction, and scheduled office hours. The lecturer must schedule one office hour for every three units taught (with a maximum of three hours and a minimum of one hour).
- b. Each lecturer shall maintain a Professional Information File (PIF) organized into three sections:
 1. Professional Preparation, showing –
 - (a) degrees awarded by institution and award dates, and
 - (b) teaching experience showing rank, institution and dates of service or equivalent
 2. Teaching Effectiveness and Direct Instructional Contributions,
and
 3. Evidence of Currency in the Field.

The PIF shall contain material the lecturer believes will support any request for subsequent appointment. Supporting materials may include evidence of effective teaching, peer evaluation(s) of teaching, comments by colleagues or students, papers published or presented etc.

Student evaluations of faculty teaching (both quantitative and student comments) and formal observation/evaluation reports are not required to be included in the PIF since those are filled 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.

II. Criteria for Appointment and Evaluation

- a. Appointment
During the spring preceding the start of the following academic year, the Department will advertise anticipated temporary faculty openings. The Department will establish a deadline for accepting applications and reappointment requests. After the deadline, the department will establish a pool of qualified applicants as described in Section 700.

b. Lecturer Review Committee Composition and Responsibilities.

The Department will elect or appoint a three to five member Lecturer Review Committee from tenured faculty members. The Committee shall provide peer reviews and recommendations on matters of reappointment and salary advancement. The Committee after consultation with the Chair shall establish a timely date for submission of Professional Information Files (PIF), and inform all Lecturers of the submission date.

c. Evaluation Procedures for three-year appointments, reappointments and Range Elevations.

The Lecturer Review Committee and the Department Chair separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. 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 description of the candidate's performance, which relates specifically to each of the criteria for making judgments on reappointment and range elevation. The written evaluation also shall include a specific recommendation on reappointment and/or range elevation. The written recommendation and 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. In the event that the Lecturer Review Committee and Department Chair submit conflicting recommendations, all materials will be forwarded to the Dean of the College of Health & Human Development for a final decision.

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox ten (10) calendar days before it is placed in the Personnel Action File or a deadline consistent with the current Collective Bargaining Agreement. The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days, according to timelines established on Collective Bargaining agreements and section 700. 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 (but not for 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.

d. Criteria for Making Judgments

1. Professional Preparation

The Department requires a Bachelor's degree from an accredited Carnegie classified University or comparable institution in cases of universities that reside outside the United States, as the minimal qualification degree for 100-level activity classes, and Laboratory Activities.

The Department typically requires a Master's degree from an accredited Carnegie classified University or comparable institution in cases of universities which reside outside the United States, as a minimal qualification degree for 200-level and above classes. Candidates possessing only a Bachelor's degree, without a Master's degree but with field experience, may be considered as agreed upon by the Lecturer Review Committee to meet Department and curricular needs.

Candidates must possess a degree (candidates with an earned Ph.D. are given extra consideration) in Kinesiology or a closely related field as agreed upon by the Lecturer Review Committee to meet Department and curricular needs at the time of appointment.

2. Teaching Effectiveness and Instructional Contributions

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

The candidate must demonstrate to the satisfaction of the Lecturer Review Committee and Chair (1) abilities as an effective university instructor, and (2) abilities to support the Department's student learning outcomes.

Teaching effectiveness of a lecturer will be assessed as follows:

(a) Teaching Materials

In order to be recommended for reappointment and/or salary advancement

the lecturer will provide, in their Professional Information File, examples of exams, syllabi, lesson plans, and other classroom materials demonstrating (a) competent teaching performance and competence as a university-level instructor in the discipline of Kinesiology, and (b) abilities to support the Department's student learning objectives.

(b) Class Visits

- (1) Lecturers shall be visited for peer-evaluations at minimum according to the current Contract Bargaining Agreement. The Lecturer Review Committee member or the Department Chair or designees may conduct additional visits.
 - (2) Lecturers may request an additional visit(s) by the Lecturer Review Committee or another tenured faculty member in the Department.
 - (3) The lecturer and the visitor/evaluator will determine mutually agreeable dates for their class visits.
 - (4) A member of the Lecturer Review Committee and Department Chair or designees will provide a written report using the standard Department Class Observation Form within the timelines of the Contract Bargaining Agreement. A copy of the Class Visit/Observation Form is available upon request from the Department Chair or the Chair of the Lecturer Review Committee.
 - (5) The Department Chair is responsible for adding class observation reports into the candidate's Personnel Action File according to guidelines of the current Contract Bargaining Agreement.
- (c) Procedures for Collecting, Processing, and Interpreting Written Student Evaluations of Teaching Effectiveness
- (1) Each academic year, student evaluations of the lecturer's teaching effectiveness shall be administered in courses taught by the lecturer. In addition, the Lecturer Review Committee and/or the Department Chair may consult with students directly regarding the lecturer in accordance to Section 700.
 - (2) 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 Lecturer Review Committee and Department Chair in order to make a recommendation for reappointment and/or salary advancement.
 - (3) Upon request and as soon as they are available from the University, the Department Chair shall supply lecturers with a copy of the results (i.e., grand median and grand mean scores along with their standard deviations) of student evaluation of instruction scores aggregating across all Kinesiology faculty by class number and if possible category (e.g. General Education, Kinesiology Majors). These numbers will be used for comparison purposes for all lecturers as well as providing all lecturers with a means of additionally evaluating their own scores.
- (d) Procedures for providing students the opportunity for consultation
- (1) Each year, students will be invited to consult with the Department Chair and Lecturer Review Committee during the evaluation of lecturers in the Department. The date, time, and location will be announced through appropriate methods of communication such as

postings on Department bulletin boards, the Department's Web page, in classrooms and/or email.

- (2) Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Lecturer Review Committee.
- (3) Written statements from students regarding lecturers shall be handled in accordance with Section 700 of the Administrative Manual.
- (4) Lecturers have the right to review and respond to student statements as per Section 700 of the Administrative Manual.

3. Evidence of Currency in the Field

Evidence of currency and continued development of qualifications for teaching courses may include: participation in university-sponsored faculty development workshops, participation in professional preparation workshops, participation in national professional association activities promoting effective university-level teaching, attending symposia and other continuing education activities on topics to enhance content knowledge in the field, or attending relevant for credit courses. Conducting research on area of expertise and disseminating the results in conferences or publications satisfy the evidence of currency in the field.

The performance of the lecturer to be recommended for reappointment and for range elevations, in addition to the accumulated yearly teaching experience, the candidate must demonstrate competence and continued effectiveness in (1) abilities as an effective university instructor, (2) abilities to support the Department's student learning outcomes and (3) evidence of currency in the field.

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 instructor in support of their file.

B. Contributions to the Field of Study

Research, publication, or equivalent creative activities beyond the required degree are not required for reappointment and salary advancement of Lecturers, but they can be used as evidence of professional development.

Scholarly books and articles that appear in scholarly or nationally recognized journals devoted 1) to the field of Kinesiology, and/or 2) to pedagogical research and/or teacher education in the field of Kinesiology may be considered in the evaluation process.

Attendance at professional meetings, and peer-reviewed publications, are encouraged, to demonstrate currency in the field of study.