

Chairs Leadership Academy

Developing and Maintaining Lecturer Pools

(Recruitment of Temporary/Lecturer Faculty)

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CSUN

Lecturer Hiring and Pools

Agenda

- Recruitment of Temporary/Lecturer Faculty
- Establishing Applicant Pools
- Review of Procedures and Temporary/Lecturer Faculty.

Lecturer Hiring and Pools

Natalie

Recruitment of Temporary/Lecturer Faculty

- Faculty Affairs sends notification to Chairs/Directors, Colleges,
▪ and Administrative Units on Procedures and Calendar for Recruitment. – January
- Departments anticipate the need to hire temporary faculty/lecturers.

- Establish/Review/Amend Department Ranking Criteria.
 - Part-Time Faculty Position Announcements filed with the Chief Diversity Office (CDO).
 - Engage in broad recruitment relative to discipline, industry, higher education, etc.

Lecturer Hiring and Pools

Natalie

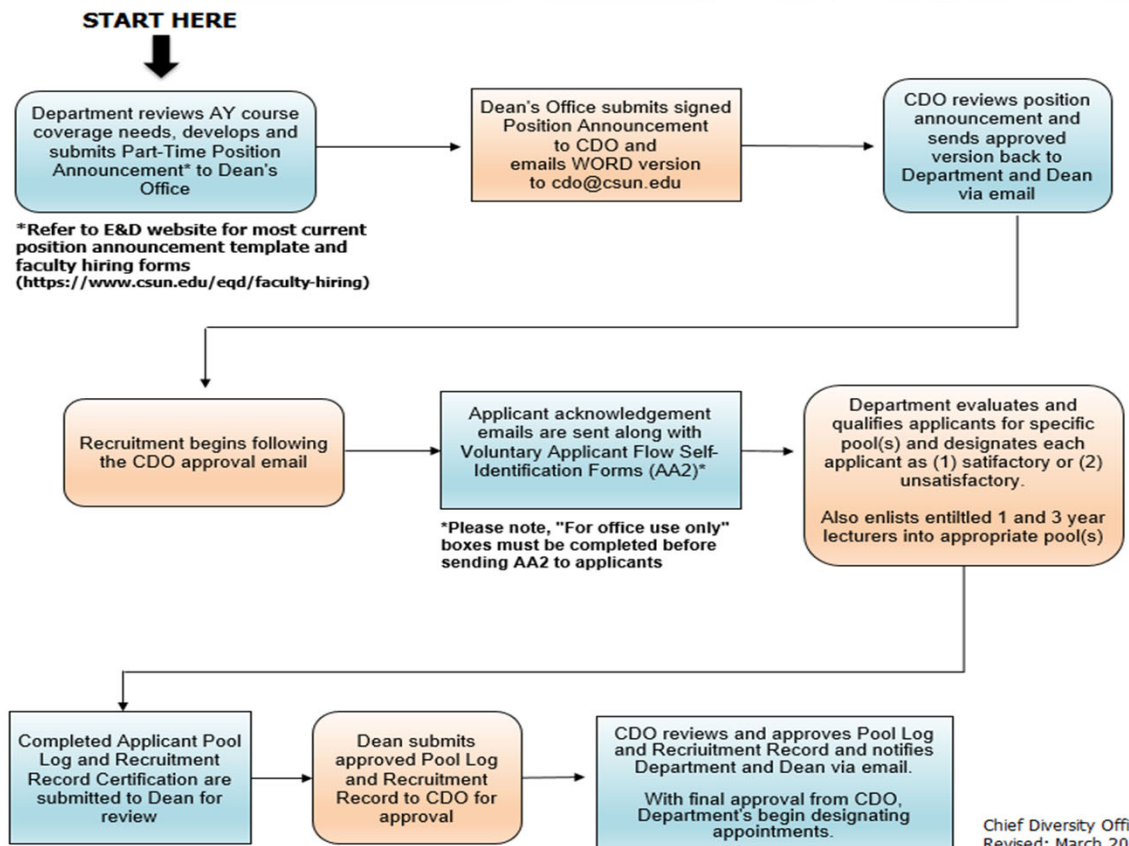
Establishing Applicant Pools

- Part-time Faculty Position Announcement (formerly AA-6)
 - Building the pool(s)
 - Can the department have one pool? **Yes.**
 - If one pool is established, the area of specialization must be identified, if qualifications are the same.
 - Specific pools should be delineated by course.
 - Applicants in the pool should be listed as Y3, Y1, or S1

Establishing Applicant Pools (cont.)

- Part-Time Faculty Position Announcements
 - Need to establish pools every year.
 - Basis for determining minimum qualifications (current and consistent with department ranking criteria – Section 709).
 1. Satisfactory or
 2. Unsatisfactory (provide reason)
 - Directly related to qualifications & hiring criteria

Short Summary of Part-Time Faculty Position Announcement Approval Process



Natalie

Lecturer Hiring and Pools

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Appointments

- Appointments are not based on seniority.
- Appointments are made by way of the “Order of Assignment” (Article 12 of the CBA), with respect to Careful Consideration
- Y3 (FT) → Y3 (PT) → 38.48 → Y1 (FT) → Y1 (PT) → *S1

*Assignment to an S1 may be different in the Order of Assignment at the Beginning of the Academic Year vs. During the Academic Year

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Appointments (cont.)

- New Appointments
 - Initial appointment should be made within the appropriate advertised recruiting range according to the minimum qualification (e.g., degree, professional or teaching experience (Section 709.5 Admin. Manual).
 - Communication
 - Applying to the Pools

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Appointments (cont.)

- Appointment Notice
 - Chair/ Director, shall notify , in writing, the tentative teaching assignment (which includes teaching load and schedule) at least 60 days prior to the start of the semester.
 - Those appointed for less than full-time , the written notification shall emphasize provisional nature of the appointment (e.g., budget and enrollment)

Please note: Please contact Faculty Affairs (x2962) for questions on the appropriate visa for Lecturers when hiring international faculty. CSU, Northridge does not sponsor visas for Lecturers.

Order of Assignment 2022-2023

First assign courses to: Tenured and Probationary Faculty (including FERPs), Administrators, Teaching Associates and other Academic Student Employees, and Volunteer Faculty then assign;	
Beginning of the Academic Year	During the Academic Year
3-year full-time appointees	3-year full-time appointees
3-year part-time appointees, up to "entitlement"	3-year part-time appointees
Eligible for 3-year, on "recall" list	Eligible for 3-year, on "recall" list
	Continuing 1-year full-time
	Continuing 1 year, part time
Visiting faculty	Visiting faculty
"Careful consideration" (note requirement for prior year faculty) part-time and full-time appointed in prior academic year	"Careful consideration"
New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified)	New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified)
New or additional work: One-year part-time appointees, up to full-time	New or additional work: One-year part-time appointees, up to full-time
New or additional work: All other qualified candidates	New or additional work: All other qualified candidates

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Resource Links:

- <http://www.csun.edu/eqd>
- <http://www.csun.edu/faculty-affairs>
- <https://www.csun.edu/hr/>

PAFs and Assignments

Ken

- Remember to sign the PAF or ePAF log.
- Look at Student Evaluations of Faculty (scores and comments).
 - All things being equal between lecturers, it comes down to the evaluations.
 - Are there any patterns?
 - Mentor/talk to lecturers
- Look at peer class visit letters (especially if there are new ones from 24 units/3 year mark)
- Consult, consult, consult

Establishing Pools Tips

Ken

- Make it a team effort.
- Have a (simple) rubric/comment sheet for evaluators.
- Doing it virtually/myCSUNbox (or on paper form if you must).
 - Sharing with your office staff
 - Sharing with your faculty subcommittee/evaluators
 - Collaborative rubric/comment sheet for evaluating each candidate
 - Application Pool Log and Recruitment Record Certification fillable forms
 - Sign in Adobe/PDF reader (you and the E & D representative).
 - Send it up the chain.