

Chairs Leadership Academy

Developing and Maintaining Lecturer Pools and Evaluating Lecturers

Presented by:

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March 14, 2024

Developing and Maintaining Lecturer Pools

Agenda

- Recruitment of Temporary/Lecturer Faculty
- Establishing Applicant Pools
- Appointments and Order of Assignment
- Evaluating Lecturers

Recruitment of Temporary/Lecturer Faculty

- In January of each year, Faculty Affairs sends notification to Chairs/Directors, Colleges, and Administrative Units on Procedures and Calendar for Recruitment.
- Departments anticipate the need to hire temporary faculty/lecturers.
- Establish/Review/Amend Department Ranking Criteria
 - Part-Time Faculty Position Announcements (AA-6) are filed with the Office of Equity and Compliance (OEC)
 - Engage in broad recruitment relative to discipline, industry, higher education, etc.

Establishing Applicant Pools/Building the Pools

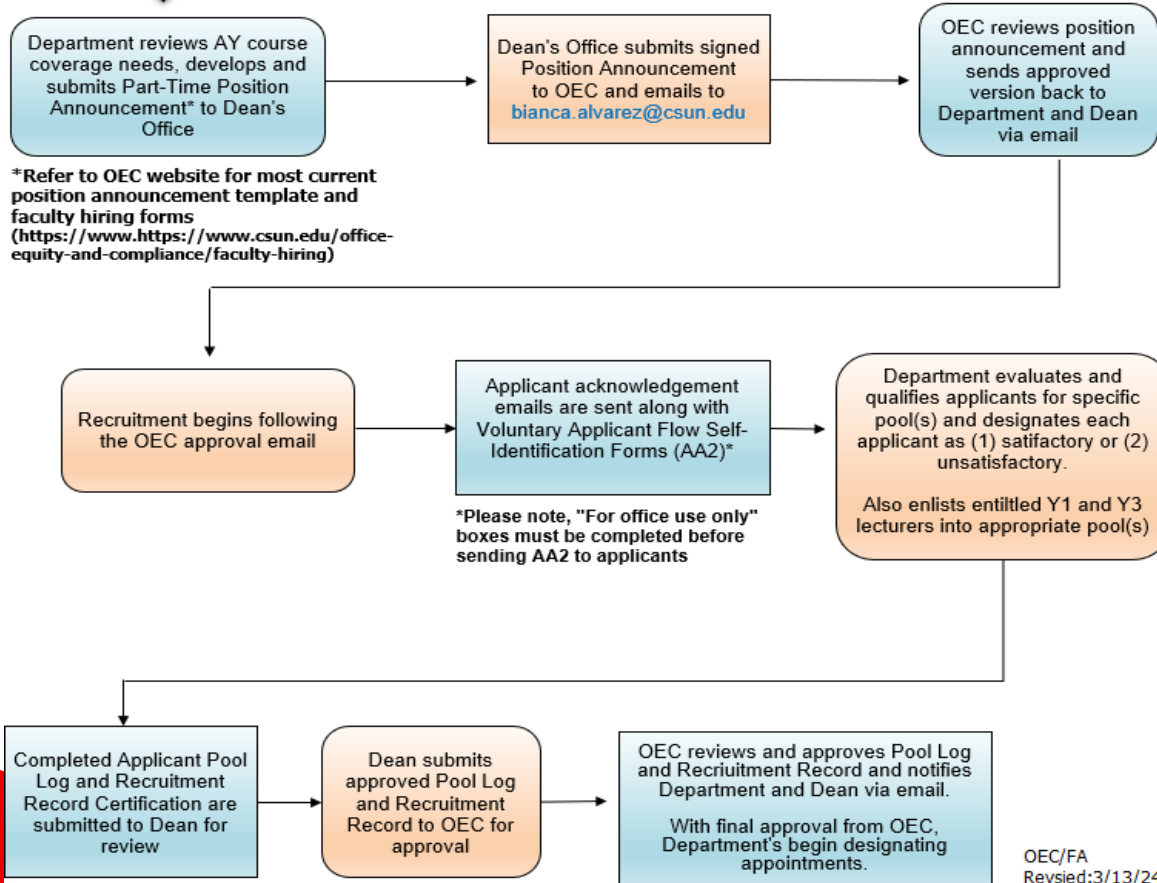
- Part-time Faculty Position Announcement (formerly AA-6)
 - Can the department have one pool? **Yes.**
 - If one pool is established, the area of **specialization must be identified**, if qualifications are the same.
 - **Specific pools** may be delineated **by course**.
 - Applicants in the pool should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

Establishing Applicant Pools (cont.)

- Recommended - Establish pools every year for: Fall, Academic Year, or Spring
- 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

START HERE



OEC/FA
Revised:3/13/24

Appointments

- Appointments are not based on seniority.
- Appointments are made according to 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 → new and additional then new hires

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

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

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

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

Evaluating Lecturers

PAFs and Assignments

- 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

Evaluating Lecturers

Evaluations

- Lecturer Personnel Procedures
- Section 706.3.1.b states; *Procedures for making class visits will be determined by the Department. Scheduling of a class visit will be made by mutual agreement between the lecturer and the observer. The lecturer will be provided notice at least five (5) calendar days in advance that a class visit is to take place. The class visit may be in a physical classroom or in an online class, as appropriate for each class. To facilitate review of teaching materials, faculty will make online content, such as Canvas or other teaching platforms where course materials reside, available to reviewers. Reviewers are encouraged to meet with faculty under review to gain an understanding of how the materials on Canvas or other teaching platforms, relate to this faculty members course.*
- Written report within 14 calendar days

Establishing Pools Tips

- 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.

Lecturer Hiring and Pools

Resource Links:

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

Thank you for
attending this session!