COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

HUMANITIES

COLLEGE

MCLL

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 underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College [ ] or Department [X] procedures? (check one)

2. Date that current proposed changes were sent forward 3/15/2019

3. Department or College initiating proposed changes MCLL Dept.

4. 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").

THE MCLL DEPT. PERSONNEL COMMITTEE WOULD LIKE TO SIMPLIFY THE WAY WE SCHEDULE CLASS VISITS TO OUR LECTURERS.

5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 4/2/2019

6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes:

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, Department Personnel Committee

Date 3/15/2019

Chair, Department Chair

Date 3/15/2019

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

Date 4/2/2019

College Dean

Date 4/2/2019

Chair, Personnel Planning and Review Committee

Date 08/21/2019

(for PP&R use only)

Approval Date 08/21/2019

Effective Date (see attached) 07/01/2019

Fall 2022 for changes in criteria

Fall 2023

Date of Next Review

Revised 10.16

n:forms:personnel procedures cover
Addition to Administrative Manual:

A Department Personnel Committee shall be elected by the full-time tenure-track Faculty of the Department. The committee shall consist of three members. The Personnel Committee members shall meet the requirements of Section 700 and complete responsibilities required by Section 700.

Lecturers shall be evaluated using the procedures described for tenure track faculty and subject to the following requirements:

Teaching Effectiveness refers to the instructor's success in providing learning experiences well designed to achieve the educational objectives of classroom instruction, student laboratories, and individual student projects, research, and field work. Evaluation of teaching effectiveness is based upon procedures established by the Department.

A. Class Visits:

(1) Lecturers will be evaluated in their first semester of teaching and, thereafter, at least once every 24 units taught or every (3) years, whichever comes sooner. Additionally, lecturers without entitlement will be evaluated in their third semester of consecutive teaching; lecturers with Y1 entitlement will be evaluated in their first year of consecutive teaching; and lecturers with Y3 entitlement will be evaluated in their second year of teaching.

B. Student Evaluations:

(1) Student evaluations of teaching effectiveness must be made in all classes for lecturers. The appropriate forms, approved for this purpose by the Department, must be used.