

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 700 (LECTURERS)**

CECS  
COLLEGE

Mechanical Eng.  
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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

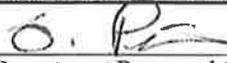
**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Are proposed changes those of College  or Department  procedures?
2. Date that current proposed changes were sent forward 11/5/2021
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 10/29/2021
  - b. Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
4. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: \_\_\_\_\_
5. **(Optional) Briefly state the rationale for your proposed changes:** Peer evaluation forms were removed from the document and examples of improved instructional materials were added.

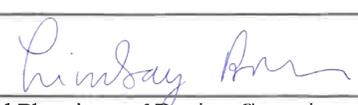
Please email the following to Faculty Affairs email at [faculty\\_affairs@csun.edu](mailto:faculty_affairs@csun.edu):

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)

 5/2/22  
 Chair, Department Personnel Committee Date  
**Hamid Johari** Digitally signed by Hamid Johari  
 Date: 2022.04.29 12:52:51 -07'00'  
 Department Chair Date

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

 5/19/2022  
 Chair, College Personnel Committee Date  
 Houssam Toutanji *Houssam Toutanji* 19-May-2022  
 College Dean Date  
 May 25, 2022  
 Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>Spring 2022</u>	<u>Fall 2022</u>	<u>Fall 2026</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**DEPARTMENT PERSONNEL PROCEDURES FOR EVALUATION OF  
TEMPORARY ACADEMIC PERSONNEL**

**MECHANICAL ENGINEERING**

**1. INTRODUCTION**

The Mechanical Engineering Department aspires to be California's best regionally focused program. We want to be recognized for our focus on building educational programs of excellence for both undergraduate and graduate students.

The evaluation procedures for temporary faculty are set forth in section 700. In addition, the Department Chair, Department Course Coordinators and other faculty may be actively involved, as appropriate, with each temporary lecturer candidate by providing guidance and support on an ongoing basis.

**2. PROFESSIONAL PREPARATION**

The appropriate terminal degree will be the Master of Mechanical Engineering (MME)/Master of Science (MS) or doctoral degree in Mechanical Engineering or related field in order to be hired for a lecturer position. Other fields may be considered for specific instructional topics. The Department also recognizes that engineers with exceptional professional stature and/or specialized expertise may be eligible for appointment as lecturers and thus for meeting the degree requirements expected for the delivery of quality instruction to our students even without the MME/MS or doctorate degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the lecturer position as well as requirements, if any, for promotion beyond the degree at the time of appointment.

**3. PEER EVALUATION**

The primary method of evaluation is through class visit. A class visit will be made during the first semester a lecturer is employed in a teaching assignment. Subsequent visits shall be made for every 24 units taught by the lecturer or at least once every three years, whichever comes sooner. For each lecturer who is to be evaluated during an academic term, the Department Chair, or designee, shall meet with the candidate to arrange the schedule for class visits. The class visits are scheduled by mutual consent and confirmed by the visiting faculty at least 5 days before the visit. Class visits shall be made by the Department Chair or their designee selected from among the tenured faculty in the department. The report of the class visit should be prepared on the form (for lecture or laboratory class as appropriate) approved by the Mechanical Engineering Department that is attached to this document. The Department Chair shall determine the number of courses to be evaluated during a single semester. The class visit report will be provided to the faculty under review within 14 days of the class visit. The candidate may request a meeting to discuss the report and/or submit a written rebuttal statement within ten (10) calendar days before it is placed in the Personnel Action File (PAF). Procedural details will be followed as specified in Sections 700 of the Administrative Manual.

❖ *Additional Factors Regarding Teaching Effectiveness*

Sample materials such as the syllabi, exams, handouts and class related websites should be made available to the reviewers for the courses being evaluated prior to the class visit. Candidate must provide evidence, to the satisfaction of the evaluator(s), of a strong commitment to high quality instruction. Demonstrations of this commitment may include, but are not limited to:

- a. Development of innovative teaching methods or improved instructional material, such as updating and enhancing the course material, upgrade of lab experiments or lab manuals.
- b. Development or supervision of hands-on projects for senior design culminating experience.

#### 4. STUDENT EVALUATIONS

Standardized student evaluations will be administered in each class that receives a visit by the Department Chair or his/her designee. These will be administered and processed using the normal procedures used for the student evaluations of tenure track faculty. Depending on the frequency of class visits, additional written student evaluations may be included to satisfy the requirement for at least two such evaluations annually. The results of the lecturer's evaluations will be provided to the lecturer after the semester grades have been assigned and a summarized copy placed in the lecturer's Personnel Action File.