

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

CSBS

COLLEGE

Sociology

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

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11/6/2018
- Department or College initiating proposed changes Sociology
- 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").
Our department has been using Section 700. These proposed policies were initiated by the Department to create more department-specific evaluation criteria.
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 5 / 2018
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 12 / 11 / 2018

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DEC 13 2018

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Lori Campbell

Chair, Department Personnel Committee

Lori Campbell

11/6/2018

Date

[Signature]

Department Chair

Karen Margame

11/6/18

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Alexandra Cole Macias

Chair, College Personnel Committee

12-11-18

Date

[Signature]

College Dean

12.3.18

Date

[Signature]

Chair, Personnel Planning and Review Committee

08/21/2019

Date

(for PP&R use only)

08/21/2019

Approval Date

Fall 2022 for changes in criteria

07/01/2019

Effective Date (see attached)

Fall 2023

Date of Next Review

Department of Sociology
Supplemental Personnel Policies & Procedures to Section 700
Temporary Academic Personnel

This supplement establishes policies for the Lecturers in the Department of Sociology that are in addition to Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

Lecturer Review Committee

Lecturer evaluations will be conducted by the Sociology Department Lecturer Review Committee comprised of three tenured faculty members in the Sociology Department elected by the department's tenured/tenure-track faculty. The Lecturer Review Committee shall provide peer reviews and recommendations on matters of reappointment and salary advancement.

Lecturer Appointment Process

The Lecturer Review Committee and the Department Chair separately and in writing shall each provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. Final decisions regarding appointment, service salary increase, and range elevation of a lecturer are made by the College Dean following careful consideration of the material in that lecturer's Professional Information and Personnel Action Files (see Section 703.1) and recommendations made by the lecturer's Department Chair and the Lecturer Review Committee.

Procedures for Evaluating Teaching Effectiveness

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

Examples of teaching effectiveness or skills include, but are not limited to: (1) classroom assignments/activities and how they are tied to course objectives and department student learning outcomes; (2) attendance at professional development workshops accompanied by a narrative describing how information from the workshop was incorporated into teaching (workshops dedicated to pedagogy and teaching are particularly encouraged); (3) a narrative describing how teaching practices are supported by research studies on teaching and learning; (4) innovative use of technology; (5) use of up-to-date course content based on contemporary literature in the field; (6) development of new curricular activities and assignments; (7) attendance or participation in academic conferences.

The lecturer must demonstrate to the satisfaction of the Chair and Lecturer Review Committee (1) abilities and performance as an effective university instructor; (2) abilities and performance that supports the Department's student learning outcomes; (3) a sufficient command of the material that represents the field and is consistent with the course description; (4) training consistent with an ability to teach requested courses at a collegiate level. The performance of the lecturer must be acceptable in all these areas for reappointment to be recommended. The lecturer evaluation process involves the following:

I. Classroom Observations

Lecturers shall be observed and evaluated in a class at least once each academic year by a member of the department's tenured faculty. A class observation in at least one class shall be made during the first semester a lecturer is employed.

II. Student Evaluations

Online student evaluations shall be required for all courses taught by lecturers. If a course has labs or seminars associated with it (e.g., SOC 424/L, SOC 497/L) they shall be treated as separate classes and evaluated independently.

III. Examination and Assessment of Course Materials

The Chair and Lecturer Review Committee will examine the lecturer's syllabus and course materials in addition to evaluating their effectiveness in the classroom. To assess adherence to evaluation procedures that accurately reflect student accomplishments, grade distributions in each course, in conjunction with student evaluations, shall be compared to department averages.

IV. Examination and Assessment of the Professional Information File

As stated in Section 700 of the Administrative Manual, lecturers can provide additional information in their Professional Information File to demonstrate their teaching effectiveness. To be taken into consideration, such information must provide explicit evidence of teaching effectiveness or skills. Although not required, faculty can also include academic publications (peer-reviewed journal articles, academic book chapters, and/or academic books) in the Professional Information File.

Oral or Written Comments about Lecturers

Each year, students will be invited to consult with the Department Chair and Lecturer Review Committee during the evaluation of lecturers in the Department in person or through other forms of communication (e.g. CSUN student email). 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, or CSUN email.

Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Lecturer Review Committee.

Written statements (including but not limited to hard copy memos/letters/statements and electronic communications sent via a CSUN mediated service, such as CSUN Webmail) from students regarding lecturers shall be handled in accordance with Section 707. Lecturers have the right to review and respond to student statements as per Section 700 of the Administrative Manual.

Appointment and Evaluation of Lecturers

- I. During the spring semester preceding the start of the following academic year, the Department of Sociology will advertise any anticipated temporary faculty openings.

- II. The Department will establish a deadline for accepting new applications and reappointment requests for current lecturers.
- a. New applicants must complete and submit the following:
 - i. Department application,
 - ii. A resume or curriculum vitae,
 - iii. Three letters of recommendation,
 - iv. Additional evidence of teaching training and effectiveness (e.g. student or peer evaluations of teaching) if available,
 - v. Transcripts from each university they attended, and
 - vi. A short justification for each class they feel they are qualified to teach.
Appropriate justifications include relevant coursework, previous teaching training and experience, and relevant work or volunteer experience.
 - b. Current lecturers must submit a written request specifying which courses they would like to teach along with a short justification for each class they feel they are qualified to teach. A Department course matrix form will be provided and must be submitted along with a current resume or curriculum vitae by the application deadline.
- III. After the deadline, the department will establish a pool of qualified applicants as described in Section 700 and below.
- a. Applicants will be evaluated for each course in which they have a completed justification. Specifically, the Lecturer Review Committee will give a satisfactory or unsatisfactory rating for each applicant on each course assignment requests. If a faculty member is deemed unsatisfactory, a justification will be provided to the Sociology Department Chair.
 - b. To get a satisfactory rating, applicants will be evaluated on the following criteria by the Lecturer Review Committee:
 - i. Appropriate degree (at least a master's degree in a relevant field of study for undergraduate courses [with a doctorate degree preferred]; at least a doctorate degree in a relevant field of study for graduate courses)
 - ii. Relevant coursework,
 - iii. Relevant academic training in subject matter,
 - iv. Teaching experience,
 - v. Evidence of teaching effectiveness,
 - vi. Quality of recommendation letters,
 - vii. Relevant scholarly activities, and
 - viii. Relevant work experience.