

November 20, 2023

Spring 24 Lecturer Memo:

Hello - I hope your Fall is going smoothly! We are in the process of reviewing anticipated final teaching assignments for the Spring 2024 semester. Given the units available pursuant the [Collective Bargaining Agreement](#) and [Section 700](#) of the Administrative Manual at California State University, Northridge, the classes expected to be assigned to you are listed in your Spring 24 Offer Letter.

Please note that at this point in the process, we cannot guarantee a particular teaching assignment. **Final appointments of employment can only be made by the College Dean and University President and this will not occur until registration is complete and enrollment in each class is verified including budgeting considerations and constraints. Final teaching assignments are based on department and student needs.** A formal offer letter from the Dean, Dr. Mechelle Best, is expected to be issued in mid-February after enrollment is verified.

IMPORTANT DATES: The Spring term at Cal State Northridge begins on **Wednesday, January 17th**. University and College meetings are scheduled on January 18-19. **Classes begin on January 20th**. Final Exams are scheduled during May 11-17th. Final exam dates are pre-assigned based on the class meeting times and may not be modified by instructors. You are expected to hold a final exam (or final course culmination activity) during the designated time/location. **Final grades are due no later than May 23rd at 4:00pm; instructors who fail to meet this University deadline are subject to a letter of reprimand from the College Dean & Provost.** The University is *closed* on the following dates: 4/1 (Cesar Chavez Holiday), and 3/18-3/24 (Spring Recess). Please see the official academic year calendar for more information at <https://www.csun.edu/faculty-affairs/calendar/>. Please know that if your schedule permits, you are invited, but not expected to participate in University professional development workshops and University commencement exercises & receptions.

Compensation is based on education, training and university teaching experience. Current salary information is listed [here](#). In addition, any salary increases negotiated by the [California Faculty Association](#) (the labor union representing us as CSU faculty) may increase final compensation. Please note that any recently negotiated increases will be included for upcoming teaching assignments. I am also pleased to share that many lecturers are also eligible for the CSU's [comprehensive benefits package](#) (health insurance for employee + all dependents and the CSU Defined Compensation Pension program) based on their assigned time-base as well as a number of optional programs/services through human resources. We are proud to be able to offer these benefits to many of our lecturers.

In addition to your student contact hours in the classroom, please be aware that **Department policy requires that per 3-units of instruction, you hold one hour of scheduled office hours per week throughout the academic term.** You **must** be available to students at these scheduled office hours each week as part of your faculty responsibilities. A workspace will be provided for you in the College of Health & Human Development Lecturer Office Suite located in Laurel Hall. Students seek meetings with faculty during their office hours not only to pose questions and discuss course content, but also to gain career advice, discuss graduate school & career goals, and to develop personal connections & rapport with faculty members.

Note that as of January 2022, working in the State of California is a condition of employment. Additionally, per University policy, faculty who are unable to attend **any** scheduled class session **must** inform the department chair and department coordinator. If the absence is due to illness, faculty should refer to the [University's absence/sick-leave policy](#). Missing a class session for professional development activities/obligations (e.g., attending a professional meeting/conference) is generally excused if the scope is limited to 1-2 class sessions over the course of the semester. Faculty are not authorized to cancel any class sessions without consultation and approval.

Office of the Department Chair
Department of Health Sciences
College of Health and Human Development

Instructors who fail to report absences or violate the university's leave policy are subject to a letter of reprimand from the College Dean & Provost including potential payroll consequences relating to a breach in contract.

Faculty are **not** at liberty to modify the delivery-format of the class, *even temporarily*, without consultation and approval from the department chair **and** college dean. Instructors who make unapproved changes to the delivery format are subject to a letter of reprimand from the College Dean & Provost including potential payroll consequences relating to a breach in contract.

Please submit via email to hsci@csun.edu your **scheduled office hours, and draft of your course syllabus on or before Wednesday, January 17th** as the department is required to post faculty office hours and have syllabi for all courses offered on file. If you are accepting your Spring 24 Offer, **please review your course textbook via the class search as soon as possible, and notify the Department if materials are incorrect.** Even if you are not requiring the purchase of a textbook, please communicate to the Department that "No Text is Required." This ensures that any previously listed materials are removed from the Bookstore listing and are not purchased errantly by students. If you are accepting your Spring 24 Offer, and have courses on-campus, **please visit the classroom (physically come to campus), ensure you have access to the room (omni lock code/card, etc.), and confirm that the configuration meets the needs of your course (size, seating, etc.).** If you would like to request changes to the room assignment (with valid justification), or need omni code access, please notify the Department **no later than January 1st**. We will do our best to request a room change from the college; however, we cannot guarantee room changes are met if requests are made after January 1st.

If you expect to hold concurrent appointments at CSUN (in another academic unit) or at other CSU campuses, please disclose this to the HSCI Department Coordinator, as we are required to ensure our instructional assignments comply with university and system-wide maximum employment thresholds. Please let us know if there are any questions about university services, accommodations, or other necessities to prepare you for the Spring 24 semester.

On behalf of the entire Department, I hope that you are able to join the faculty for the Spring 2024 semester. We have an extraordinary corps of faculty in Health Sciences who are truly exceptional & supportive colleagues—all of whom share a passion for teaching & mentoring undergraduate and graduate students who will be the future generation of Health Sciences, educators, and leaders. We are thrilled to invite you to join our team for the Spring term! **Please check the box on the Offer Letter that you reviewed this document, and accept or decline to teach the courses offered to you.** Do not hesitate to email or call me directly if you have any questions or concerns. My direct office line is [818-677-2341](tel:818-677-2341). Thank you!

Best,



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