

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

UCS

COLLEGE

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 12/20/17
- Department or College initiating proposed changes UCS
- 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").
First-time submission of Section 700
(Part-time/Temporary Counselor Faculty)
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11/22/17
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /

**RECEIVED
CSUN**

DEC 20 2017

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Jose Montiel 12/20/17
Chair, Department Personnel Committee Date

Juli J. Pema 12/20/17
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

William Watkins 12-20-17
Chair, College Personnel Committee Date

Sean Murray 5/30/18
College Dean Date

Sean Murray / /
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F118	S'23
<u>S'18</u>	F'21 (For changes in criteria)	
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

Policy on Evaluation of Temporary Counselor Faculty

Purpose

To address the nature of work undertaken by temporary counselor faculty and their evaluation. Section 700, which addresses evaluation of lecturer faculty (and which tacitly includes librarian faculty and counselor faculty), bases evaluation on demonstrated teaching effectiveness. Counselors will provide direct and indirect services as described below, and thus require separate evaluation.

Background

Executive Order (EO) 1053 Policy on Student Mental Health, states: "Student mental health services shall be established and maintained to enhance the academic performance of matriculated students and to facilitate their retention in state-supported programs of the university. These services shall include accessible, professional mental health care; counseling, outreach and consultation programs; and educational programs and services." Specifically, all counselor faculty, whether permanent or temporary, are charged with providing short-term individual, couples, and group counseling services, crisis intervention, referral services, and case management services. Thus, temporary counselor faculty shall be evaluated largely based on the provision of Direct Clinical Services and Indirect Services. EO 1053 further states, "Although these recommendations establish a baseline or benchmark, adjustments to a mental health clinician's direct clinical services expectations may be necessary to accommodate additional responsibilities, assignments, and the academic calendar. These recommendations are not meant to supersede the terms of any collective bargaining agreement." These adjustments will be made on a case-by-case basis upon discussion with the Director of University Counseling Services and the counselor. For example, assignment as a supervisor of a trainee or coordinator role will contribute to adjustments to the clinician's direct services expectations on a temporary or permanent basis.

Applicability:

Temporary counselor faculty

Expectations of Temporary Faculty Counselors

Temporary faculty counselors are expected to meet all of these responsibilities and expectations. Failure to meet expectations in any areas may result in non-renewal of temporary contract, per the discretion of Director of University Counseling Services.

A. Professional Preparation

1. A UCS faculty counselor meets professional preparation expectations when he or she:
 - a. Requirements for licensure will be consistent with the license requirements specified in the counselor's letter of appointment
 - b. Works toward and/or maintains continued professional licensing;
 - c. Completes continuing professional development (updating of knowledge and skills) via formal education or attendance at continuing education workshops and seminars; meets the minimum requirement of 36 hours over two years, or as required by the counselor's discipline
 - d. Attends professional meetings or conferences.

2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:
 - a. Copy of current license
 - b. Official transcripts of formal graduate level education completed;
 - c. Certificates of completion from continuing education coursework or seminars;
 - d. Certificate of attendance, or registration receipt and copy of program, from professional meeting(s) or conference(s);
 - e. Copy of newly acquired licensures or certifications.

B. Direct service is defined as time spent assessing and counseling clients, or in direct supervision.

Direct Clinical Services – This category may include but are not limited to:

- Individual counseling
- Group counseling
- Intakes
- Assessment
- Crisis intervention
- Consultation
- Clinical supervision with trainees
- Other clinical services assigned

C. Indirect service is defined as time spent in aspects of counseling services ancillary to direct client contact. Examples of both direct and indirect services follow:

Indirect Services – This category may include but are not limited to:

- Documentation of clinical work and review of assessment materials
- Staff meetings
- Clinical team meetings (e.g., Peer Review Committee [PRC]; Case consultation meetings)
- Committee work
- Review of assessment materials
- Outreach activities such as class presentations and tabling
- Preparation for outreach activities such as creating PowerPoint presentations
- Preparation for trainee-related trainings such as research and creating PowerPoints
- Coordinator role-related activities such as campus-wide collaborative meetings & planning
- Provision of seminars to trainees
- Training team meetings
- Review of trainees' documentation
- Other supervision-related activities such as review of video/audio recording
- Research-related activities (if involved in research, not required)
- Other duties as assigned

D. Professional and Personal Responsibilities

A UCS faculty counselor meets professional and personal responsibility expectations as set forth in Section 600.

Policy Text:

Expectations and Qualifications of Mental Health Professionals at CSU Campuses

The CSU Classification and Qualification Standards and the current Unit 3 CBA guide hiring of mental health clinicians. California State University Northridge (CSUN) requires the following minimum qualifications of clinicians both at the time of hire and throughout their employment. Mental health clinicians shall provide documentation of and demonstrate:

1. Knowledge, skills, and abilities in working with students of diverse backgrounds.

2. A thorough understanding of normative developmental issues faced by university students of various ages. Clinicians should also demonstrate the ability to work with students presenting with a wide variety of concerns.
3. A competency in providing individual and group counseling, crisis intervention, outreach and consultation, case management such as assisting with referrals, and program development. To effectively carry out these duties, mental health providers must demonstrate an ability to communicate effectively with a wide range of students, faculty, staff, and administrators.
4. Remain current in relevant research and outcome-based assessment.
5. All mental health clinicians who are currently licensed shall maintain their license. If licensed within another state or unlicensed, they shall obtain licensure in California within 24 months. Those who are unlicensed may provide care during the interim period of obtaining a license while practicing under the supervision of a licensed clinician. Those who possess a license within another state may provide clinical services under that state licensure for the time allowed, per regulations of respective licensing board. UCS shall routinely check the licensure status and disciplinary actions for each mental health clinician.
6. The annual evaluation for temporary counselor faculty hired for two semesters in an academic year shall be completed prior to the end of the academic year. The annual evaluation for temporary counselor faculty hired for only one semester in an academic year is subject to the discretion of the Director of University Counseling Services. UCS currently conducts evaluations for these temporary faculty counselors by the end of the semester in which they are appointed.
7. Each temporary counselor faculty member shall submit a one to two page narrative on the Direct and Indirect Services provided since the last evaluation for inclusion in their Personnel Action File (PAF). This should also include any student evaluation data of services offered throughout the year.
8. During the evaluation process, the PAF shall be reviewed by the Director of University Counseling Services, as needed. Upon receipt of the Director's evaluation, the faculty member shall have ten days to respond and/or request a meeting.

University Counseling Services Annual Temporary Counseling Faculty Evaluation Form

The CSU Classification and Qualification Standards, state law (as it relates to mental health clinicians), and the current Unit 3 CBA guide hiring of mental health clinicians. California State University Northridge (CSUN) requires the minimum qualifications of clinicians both at the time of hire and throughout their employment as outlines in Section 700.

Name of Counselor: _____

Name of Reviewer: _____

Classification/Title: _____

Period Covered: _____

Professional Preparation

_____ Meeting expectations _____ Not meeting expectations

Recommendations to ameliorate an unsatisfactory performance:

Counseling Effectiveness (Direct Services)

_____ Meeting expectations _____ Not meeting expectations

Recommendations to ameliorate an unsatisfactory performance:

Counseling Effectiveness (Indirect Services)

_____ Meeting expectations _____ Not meeting expectations

Recommendations to ameliorate an unsatisfactory performance:

Professional Responsibilities

_____ Meeting expectations _____ Not meeting expectations

Recommendations to ameliorate an unsatisfactory performance:

Evaluation Summary:

_____ Meeting expectations _____ Not meeting expectations

Areas for growth and improvement:

Affirmation evaluation discussed with counselor:

Name of Counselor: _____ Signature: _____ Date: _____

Name of Reviewer: _____ Signature: _____ Date: _____