

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

University Counseling Services  
**DEPARTMENT**

**COLLEGE**

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 January 17, 2019
- Department or College initiating proposed changes University Counseling Services
- 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"). To establish additional policies for Temporary Faculty Counselors. sec 700

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**JAN 22 2019**

Office of  
**Faculty Affairs**

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: Jan 16, 2019
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: \_\_\_\_\_

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

Anne Eise Anne Eise 1/17/19  
Chair, Department Personnel Committee Date

Julie Pearce Julie Pearce 1/17/19  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:**

\_\_\_\_\_  
Chair, College Personnel Committee Date

[Signature] 1-17-19  
College Dean Date

[Signature] 05/21/2019  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	Fall 22 for changes in criteria	
<u>06/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

## University Counseling Services Supplemental Personnel Policies and Procedures to Section 700 Temporary Counseling Faculty (January 2019)

This supplement establishes additional policies for the Temporary Faculty Counselors from University Counseling Services that are consistent with, but elaborate on Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel

### **Departmental Temporary Counseling Faculty Review Committee Procedures**

The University Counseling Services (UCS) Department Personnel Committee shall have three members elected by their full-time, tenure-track peers. All full-time tenured members holding the rank of SSP-AR II or III are eligible to serve. Election will be held within the first two weeks of the fall semester. The members shall serve for one year. The DPC, after review of the PIF and PAF shall submit its recommendation.

### **Temporary Counseling Faculty Appointment Process**

The procedure for transmission of evaluations and recommendations shall be as follows:

The DPC and Director of University Counseling Services (Department Chair) shall conduct independent evaluations of the temporary faculty counselor. The Chair of the DPC is responsible for submitting written reports to the temporary faculty counselor and the Director of University Counseling Services.

Final decisions regarding appointment, service salary increase, and range elevation of a temporary faculty counselor are made by the Vice President for Student Affairs (College Dean), following careful consideration of materials in the temporary counseling faculty members Professional Information File and Personnel Action Files (see Section 703.1) and recommendations made by the Director of University Counseling Services and the DPC. Specifically, the DPC and the Director of University Counseling Services separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. In the event that the DPC and the Director of University Counseling Services submit conflicting recommendations, all materials will be forwarded to the Vice President for Student Affairs for a final decision.

The annual evaluation for temporary faculty counselors hired for two semesters in an academic year shall be completed prior to the end of the academic year. The annual evaluation for temporary faculty counselor hired for only one semester in an academic year is subject to the discretion of the Director of University Counseling Services. University Counseling Services currently conducts evaluations for these temporary faculty counselors by the end of the semester in which they are appointed.

Each temporary faculty counselor shall submit a one-to-two-page description of the Direct and Indirect Services provided since the last evaluation for inclusion in their Personnel Action File (PAF). This should include any student evaluation data of services offered throughout the year.

During the evaluation process, the PAF shall be reviewed by the Director of University Counseling Services and the DPC. Upon receipt of the Director's evaluation and the evaluation of the DPC, the faculty member shall have ten days to respond and/or request a meeting.

### **Criteria for Making Judgments**

Temporary faculty counselors will be evaluated based on three domains: Professional Preparation, Counseling Effectiveness, and Professional Responsibilities. Temporary faculty counselors shall be evaluated largely based on the provision of Direct Clinical Services and Indirect Clinical Services. Temporary faculty counselors are charged with providing short-term individual, couples, and groups counseling services, crisis intervention, referral services and case management services.

In order to meet these goals, temporary faculty counselor should be evaluated according to the following criteria:

**A. Professional Preparation**

1. A UCS faculty counselor meets professional preparation expectations when the counselor:

- a. Meets requirements for licensure that are 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 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 professional 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. Counseling Effectiveness**

1. **Counseling Competence entails effectively performing professional counseling duties, both direct and indirect clinical services.**

**Direct service** is defined as time spent assessing and counseling clients, or in providing 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 as assigned

**Indirect service** is defined as time spent in aspects of counseling services ancillary to direct client contact. Examples of 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., Clinical Peer Review Committee; Case consultation meetings)
- Committee work
- Outreach activities such as class presentations and tabling
- Consultation to the campus community
- 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

**2. A UCS faculty counselor meets Counseling Competence expectations when the counselor:**

- a. Maintains and demonstrates a current command of knowledge in professional counseling theory, research, practice, legal and ethical guidelines, and UCS policies and procedures
- b. Employs a variety of therapeutic methods to effectively counsel clients with a full range of psychological issues
- c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and needs of clients
- d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client population
- e. Is willingly accessible and available for crisis intervention and mental health consultation
- f. Maintains in a timely manner a thorough record of counseling activities for each client
- g. Applies legal and ethical standards of the profession in executing clinical services, programming and documentation
- h. Utilizes consultation opportunities for treatment planning, and to ensure service quality and adherence to legal and ethical mandates

**3. The sources of information relied upon for evaluating counseling competence may include:**

- a.. Review of clinical charts, using uniform professional standards, by UCS colleagues;
- b.. Summary data and reports from student (client) evaluations
- c. Two cases reviewed by the DPC via chart review for each academic semester of employment. The cases must involve an intake session and at least three follow-up sessions.
- d. Case presentation made to UCS colleagues

**C. Professional Responsibilities**

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