COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

Humanities
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:

1. Are proposed changes those of College ☑ or Department ☐ procedures? (check one)

2. Date that current proposed changes were sent forward ___9/25/12___

3. Department or College initiating proposed changes _College of Humanities_

4. 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"). ___

   The proposed changes were initiated by several College department Chairs who expressed a need for guidelines on the assignment and evaluation of online courses. The Dean established a faculty committee to establish the attached policies and guidelines.

5. The proposed changes have been approved by the faculty of the College ☒ or Department ☐. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

_____   _____
Chair, Department Personnel Committee   Date

_____   _____
Department Chair   Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Richard W. Mitchell   _11/26/12_
Chair, College Personnel Committee   Date

_____   _11-27-12_
College Dean   Date

_____   _5-17-13_
Chair, Personnel Planning and Review Committee   Date

(for PP&R use only)

_S'13_   _F'13_ _F'16 (for change in criteria)_   _2017-2018_

Approval Date   **Effective Date** (see attached)   **Date of Next Review**

POLICIES FOR THE EVALUATION OF ONLINE TEACHING

COLLEGE OF HUMANITIES

The following policies are provided to assist the College of Humanities department Chairs and Coordinators in the assignment and evaluation of online courses. These policies and procedures are to be implemented for the Fall, 2013 semester.

Evaluation of Online Courses

Department Chairs and Program Directors must follow the procedures for evaluating teaching effectiveness for probationary, tenured, and part-time faculty as outlined in Sections 600 and 700 for evaluating their online courses. In addition, the following procedures are expected to be followed in the evaluation of online courses for the College of Humanities:

- Consistent with Section 600 and 700, student evaluations are required for all faculty who teach, including faculty who teach online courses. Unless department procedures require more, the number of classes to be evaluated each year is a "minimum of two (2) classes annually." For faculty who **only** teach online classes, a minimum of **two** online classes annually will be required to have student evaluations.

- Peer class visits of online courses must take place as part of the performance or periodic review process including reviews for RTP, appointment or reappointment, or post-tenure review.

- It is the responsibility of the department Chair or Coordinator or their designees to conduct peer class visits, including faculty who teach online courses. The person conducting the peer visit should be a tenured faculty member, and in the case of peer visits of associate professors, the peer reviewer should be at the rank of full professor.

- Faculty who teach online must be evaluated by the Chair or designee when they teach their first online class and thereafter at least once for every 24 units of online teaching or at least once every three years, whichever comes sooner. This is a minimum requirement. More class visits may be required by the Department or requested by the faculty.

- A useful guide for conducting reviews of online teaching can be found at: http://www.csun.edu/facultyaffairs/policies/faculty/BestPractices_forPeerReviewofTeaching.pdf

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On-Line Office Hours and Student Access to Faculty

- All COH faculty must hold and report in their syllabus regularly scheduled office hours (minimum of one weekly hour for 3 units of instruction) as part of their instructional workload. Faculty who teach online courses must hold and report office hours via a chat room or other technology that facilitates faculty/student interaction.

1-14-12