


Date: March 4, 2024

To: Department Chairs

From: Diane Guido 
Associate Vice President for Faculty Affairs

Subject: Annual Evaluation of Full-Time Lecturer, Assistant Librarian, and Counselor

Section 621.4.2 of the Administrative Manual reads as follows:

621.4.2 Evaluation.

- a. Each full-time Lecturer will receive from the Department Chair a written performance evaluation at the end of the academic year. Prior to the written evaluation, the faculty member shall be requested to complete a "Full-Time Lecturer's Annual Summary of Achievements" form.
- b. Prior to completing the written evaluation, the Department Chair will provide an opportunity for the tenured members of the Department to submit written, identified, and substantive statements concerning the Lecturer's teaching performance. Copies of the written statements and the lecturer's evaluation will be included in the faculty member's Personnel Action File according to processes outlined in the Collective Bargaining Agreement. The University's commitment to encourage equity and diversity will be kept in mind.

The "Full-Time Lecturer/Assistant Librarian/Counselor Annual Summary of Achievements" and "Evaluation Conference with Full-Time Lecturer/Assistant Librarian/Counselor" forms are available on the Faculty Affairs website: <http://www.csun.edu/faculty-affairs/forms>. The "Full-Time Lecturer/Librarian/Counselor Annual Summary of Achievements" form should be completed by the faculty member, and submitted to the Department Chair or Program Director no later than March 29, 2024. The Department Chair or Program Director will use the information from this form, plus other information, to prepare the "Evaluation Conference with Full-time Lecturer/Librarian/Counselor" form.

Sometime near the end of the academic year, the Department Chair or Program Director should meet with the faculty member to discuss the written evaluation. It should be noted that the faculty member's signature on the cover page of the "Evaluation Conference with Full-Time Lecturer/Librarian/Counselor" form does not indicate agreement with the contents of the written summary, but only that the conference was held on the date indicated. If the faculty member wishes, a written response to the evaluation summary may be submitted for inclusion in the Personnel Action File by following the process delineated in Article 11.2 of the Collective Bargaining Agreement.

Attached to this memorandum for Department Chairs and Program Directors is a list of full-time Lecturers, Librarians, and Counselors in the Department for whom evaluations should be completed. If you have any questions on any of these matters, please contact the Office of Faculty Affairs at extension 2962

cc: Meera Komarraju, Provost and Vice President for Academic Affairs
College Deans