

Relevant Departmental Committees

from: English Department Bylaws (<https://sites7.sfsu.edu/english/content/departments-laws>)

Lecturer Hiring, Appointments and Evaluation Committee

Membership and Terms of Service

1. The Lecturer Hiring, Appointments and Evaluation Committee shall consist of each tenured Program Coordinator representing programs in the department that employ lecturers, the Director of the Writing Program, and at least two at-large tenured faculty members.
2. Other at-large tenured faculty members are eligible to serve and encouraged to serve.
3. At-large members shall be nominated by NEC and elected by voting members of the department. At-large members shall serve one-year terms.
4. Members shall serve for three years, on staggered terms when possible to provide year-to-year continuity.
5. The committee shall elect its own chair.
6. Elections shall take place mid-Spring with terms of service beginning in the Fall semester.
7. Members whose terms are expiring may be re-elected.

Responsibilities

1. Review applications and make hiring recommendations to Department Chair for appointment of new lecturers; recommendations for appointment of GTAs are made by Writing Program Director and CMS Coordinator.
2. Conduct Periodic Evaluations in full compliance with University policies and all relevant provisions of the Collective Bargaining Agreement.
3. Review and make recommendation in writing to the Department Chair and College Dean regarding lecturer re-appointments.
4. Review and make recommendations in writing to the Department Chair and College Dean regarding retention of probationary lecturers.
5. Help conduct and arrange for classroom observations as needed to comply with Periodic Evaluation procedures.
6. Develop, review and effectively communicate Periodic Evaluation procedures, criteria and timelines in compliance with the Collective Bargaining Agreement.
7. Partner with the Faculty Support and Mentoring committee who is charged with coordinating lecturer support and mentoring as necessary.

Faculty Support and Mentoring Committee

Membership and Terms of Service

1. Three tenured and tenure-track faculty members representing at least two different programs, and at least three lecturers, nominated by NEC and elected by voting members of the department.
2. The Chair of the Retention Committee shall serve as *ex-officio* member of committee.
3. All members of the department are eligible to serve.

Relevant Departmental Committees

from: English Department Bylaws (<https://sites7.sfsu.edu/english/content/departments-laws>)

4. Members shall serve for three-year staggered terms.
5. The Committee shall elect its own chair.
6. Elections shall take place mid-Spring with terms of service beginning in the Fall semester.
7. Members whose terms are expiring may be re-elected.

Responsibilities

1. Provide new faculty members with an overview of department programs and functions and a roadmap of expectations for new faculty during their first three years in the department. Mentoring shall include recommendations and information about opportunities to participate in program, departmental and university service.
2. Support professional development of probationary faculty and lecturers by providing or arranging for one-on-one mentoring, including curricular, teaching and/or research support and information about internal and external funding sources.