

PROCEDURES
EVALUATION OF FACULTY FOR RETENTION, TENURE, PROMOTION
Department of Manufacturing Systems Engineering and Management
May 2002

The Department follows the retention, tenure and promotion criteria and procedures as outlined in Section 600, Academic Personnel Policies and Procedures, of the California State University, Northridge Administrative Manual, together with the policies and procedures of the College of Engineering and Computer Science, subject to the provisions noted below.

- A. Definition of Rank: The Department complies with Section 632.1.
- B. Professional Preparation: The Department complies with Section 632.2, with no exception to the requirement of a Doctorate for promotion to senior rank.
- C. Teaching Effectiveness and Direct Instructional Contributions: The Department complies with Section 632.3 and, consistent with Section 612.5.2.c, addresses the evaluation of teaching effectiveness as follows:

Teaching effectiveness shall be evaluated by:

1. *Examination of the candidate's Student Evaluations of Faculty [Ref Section 612.5.2.c (2).(b)]:*
 - a. *The Student Evaluations of Faculty are administered in accord with formats established by the College Personnel Committee.*
 - b. *All probationary faculty shall be evaluated in every class every semester.*
 - c. *All tenured faculty shall be evaluated in two classes one semester each academic year.*
2. *Classroom visitations, conducted by the Department Chair (or designee) and each of the members of the Department Personnel Committee (or designees) [Ref Section 612.5.2.c.(2).(a)]:*
 - a. *If classroom visitations are to be made by designees, the candidate shall be informed.*
 - b. *Faculty who are making classroom visitations shall, when possible, visit different courses and class sessions.*
 - c. *Classroom visitations shall be arranged by mutual agreement between the visitor and the candidate.*
 - d. *Classroom visitations shall be reported on the Department Classroom Visitation Report form, included with these procedures.*
 - e. *Copies of Classroom Visitation Reports shall be transmitted to the candidate, the Chair of the Department Personnel Committee, and to the Department Chair [Ref Section 612.5.2.c. (2). (a).(iv)].*
 - f. *The Department Chair shall transmit copies of Classroom Visitation Reports to the College Dean for inclusion in the candidate's Personnel Action File.*
3. *Consultations with students [Ref Section 612.5.2.c.(3)]:*
 - a. *The Department Personnel Committee shall advise students of the Committee's availability for consultation regarding the teaching performance of the candidate.*

- b. *The Department Chair shall ensure his/her availability for consultation with students regarding the teaching performance of the candidate.*
4. *Consultations with faculty members other than those designated for classroom visitation and who may have observed the performance of the candidate [Ref Section 612.5.2.c.(2).(c)].*
5. *The review of instructional materials (e.g., course syllabi, explanation of teaching methods, examinations) submitted by the candidate as part of his/her Professional Information File [Ref Section 612.5.c.(2).(c)].*

D. Contributions to the Field of Study. The Department complies with Section 632.4, and, consistent with the provisions of Section 612.5.2.c.(4), includes in its definition of publication:

1. *Refereed scholarly articles published in recognized national or international Proceedings.*
2. *Published patents.*

Professional activity inadmissible as publication is considered and evaluated under other categories of professional accomplishment.

E. Contributions to the University and Community: The Department complies with Section 632.5. Evidence of a candidate's contribution to the university and community may include, but not be limited to:

1. *The enumeration of accomplishments such as active memberships on committees and boards.*
2. *Positions of responsibility held by the candidate (e.g., such as chairing committees, subcommittees, ad hoc committees or boards).*
3. *Any materials prepared by the candidate pursuant to university or community service.*
4. *Letters of commendation relevant to university or community service.*

F. Professional and Personal Responsibilities: The Department complies with Section 632.6, and further notes that:

The tenured faculty are responsible for observing the work of the candidate. The knowledge gained shall be shared and discussed in a closed meeting of the senior tenured faculty. The discussion shall consider the performance of the candidate as regards:

1. *Those personal and professional responsibilities of the teaching profession as outlined in Section 604 of the Administrative Manual.*
2. *Those personal and professional responsibilities of the engineering profession as embodied in the Code of Ethics for Engineers of the National Society of Professional Engineers.*

PROCEDURES
PERIODIC EVALUATION OF TENURED FACULTY
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May 2002

- A. Confidentiality: The conduct of the periodic evaluation of tenured faculty shall be *subject to the confidentiality provisions of Section 607 of the Administrative Manual.*
- B. Purpose of Evaluation: *The periodic evaluation of tenured faculty shall be a peer review process engaged in for the purpose of maintaining and improving faculty effectiveness. The evaluation shall consider the maintenance and continuation of:*
1. Teaching effectiveness and direct instructional contributions,
 2. Contributions to the field of study,
 3. Contributions to the university and community, and
 4. Professional and personal responsibilities.
- C. Frequency of Evaluation: Each tenured faculty member, including FERP participants, shall be evaluated at intervals not to exceed five years. An evaluation conducted for potential promotion shall be counted as a periodic evaluation. Tenured faculty who withdraw from consideration for promotion shall be evaluated based on the provisions for periodic evaluation of tenured faculty.
- D. Selection of Faculty to be Reviewed: Tenured faculty shall be evaluated consistent with notification provided by the Office of Faculty Affairs. It is expected that faculty members who are on sabbatical or other leave will not be evaluated during the academic year of their leave.
- E. Selection of Peer Review Committee(s):
1. General principles:
 - a. There shall be a three-member Peer Review Committee for each tenured faculty member who is to be evaluated.
 - b. All tenured faculty in the Department shall be eligible and obligated to serve on a Peer Review Committee.
 - c. When appropriate, tenured faculty from other Departments may serve on a Peer Review Committee.
 2. The Department Chair, in consultation with the tenured faculty member who is to be evaluated, shall identify a proposed Peer Review Committee for the faculty member. The Committee shall be approved by the Department.
 3. Each Peer Review Committee shall elect its own Chair.
- F. Basis for Evaluation:
1. The Peer Review Committee shall review the Student Evaluations of Faculty of the tenured faculty member since the time of his/her last evaluation.
 2. *Designated members of the Peer Review Committee shall conduct classroom visitations, subject to agreed-upon arrangements with the tenured faculty member being evaluated. The visits shall be documented using the Department Classroom*

Visitation Report form. The number of visitations shall be at the discretion of the Committee.

3. The Peer Review Committee shall consult with other tenured faculty members of the Department.
4. The Peer Review Committee shall review and consider information and materials provided by the tenured faculty member being evaluated.
5. *The Peer Review Committee shall have access to the Personnel Action File of the faculty member being evaluated.*

G. Calendar for Evaluation:

1. By 15 September of each academic year,
 - a. Tenured faculty who are to be evaluated shall be identified.
2. By 15 November of each academic year,
 - a. Peer Review Committee(s) shall be selected and approved,
 - b. Each Peer Review Committee shall elect its Chair and advise the tenured faculty member being evaluated of such election, and
 - c. Each Peer Review Committee shall meet with the tenured faculty member being evaluated to review the evaluation process.
3. By 28 February of each academic year, information and materials pertinent to the evaluation shall be provided by the tenured faculty member being evaluated to the appropriate Peer Review Committee.
4. By 31 March of each academic year, each Peer Review Committee shall
 - a. Review and consider information and materials provided by the tenured faculty member being evaluated,
 - b. Conduct classroom visitations, complete Classroom Visitation Reports, and review and consider the Student Evaluations of Faculty of the tenured faculty member being evaluated, and
 - c. Consult with tenured faculty in the Department.
5. By 15 April of each academic year,
 - a. Each Peer Review Committee shall draft a written summary report of the evaluation and meet with the tenured faculty member being evaluated to discuss the report. The report shall include the Department Classroom Visitation Report.
 - b. Based on the discussion, and in consultation with the tenured faculty member being evaluated, the Peer Review Committee may revise the report.
6. By 30 April of each academic year, the Peer Review Committee Chair shall transmit the written summary report to the Department Chair, for transmittal to the College Dean and to the tenured faculty member's Personnel Action File.

- H. Evaluation Conference: The written summary report shall be reviewed by the College Dean, and an evaluation conference shall be scheduled between the Dean, the faculty member, and the Peer Review Committee Chair. The College Dean shall be responsible for calling such a conference prior to the conclusion of the academic year in which the evaluation is conducted.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
College of Engineering and Computer Science
Department of Manufacturing Systems Engineering and Management
CLASSROOM VISITATION REPORT

INSTRUCTOR'S NAME _____

DATE OF VISIT _____

VISITOR'S NAME _____

COURSE NO. & TITLE _____

	No Basis or Not Applicable	Poor	Considerably Below Average	Below Average	Average	Above Average	Considerably Above Average	Outstanding
Has stage presence; good speaker								
Has command of the subject								
Presents material in an organized manner								
Important ideas are clearly explained								
Is sensitive to the response of the class								
Encourages appropriate student participation								
Welcomes questions and discussion								
Quickly grasps what a student is asking or telling him/her								
Is careful and precise in answering questions								
Emphasizes ways of solving problems rather than solutions								
Appears to enjoy teaching								
Enthusiastic about the subject								
Makes the course material interesting								
How would you rate this instructor in comparison with others in the college?								
How would you rate this instructor in comparison with others in the University?								

Do you believe that your visit was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process? Yes _____ No _____

Was the instructor aware of your visit in advance? Yes _____ No _____

Where did he/she excel? What were his/her strong points?

Where was he/she weak and in need of improvement?