

Date: October 29, 2003

FA-2003-20

To: Department Chairs
Chairs, Department Personnel Committees



From: Penelope Jennings
Interim Associate Vice President, Faculty Affairs

Subject: Submission of Proposed Revisions in Department Personnel Procedures

The following policies, (set forth in the *Administrative Manual*) requiring periodic review of College and Department personnel procedures were passed by PP&R and approved by the Faculty Senate and President Koester:

Section 612.4.2.b.(5). College criteria, policies and procedures older than five years, even if unchanged, shall be reviewed by the College Personnel Committee in their entirety to assure conformity with University policies and procedures. After this review, the College criteria, policies and procedures shall be forwarded to PP&R for review and approval.

Section 612.5.2.g. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure conformity with College and University policies and procedures. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to PP&R for review and approval.

The Chair of PP&R, Dr. Abe Feinberg, has asked that I remind you that the 2003-04 Academic Year Calendar of Personnel Procedures requires that the departments submit revisions to their personnel procedures to the College Personnel Committee by December 12, 2003 and that the College Personnel Committees submit any revisions to college or departmental procedures to PP&R by February 20, 2003.

The attached spreadsheet lists Department and College personnel procedures with the date of most recent approval. If your procedures are dated 1998 or earlier, please review them for possible revision or reaffirmation and forward them to the appropriate review committee by the dates stated above.

If revisions are proposed, please complete the information requested on the "[Cover Sheet for Proposed Changes to Department/College Personnel Procedures](#)" and forward a complete set of personnel procedures with any proposed revisions. The cover sheet is available through the Faculty Affairs website <http://www.csun.edu/~facacct/forms/>. Please be aware that early action by the Department and College Personnel Committee enhances the chances of review by the University Personnel Planning and Review Committee.

Thank you for reviewing the procedures. If you have any questions on this matter, please contact me at Ext. 2962 or Dr. Feinberg at Ext. 2412.

PJ:td
n: persl policies-dept:reminder

cc: Interim Provost Bain
College Deans
Chairs, College Personnel Committees
Chair, PP&R
Members of PP&R

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

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 _____
3. Name of Department or College initiating proposed changes _____

4. Proposed change(s) was(were) initiated at the request of Department Personnel Committee ,
College Personnel Committee , College Dean , PP&R , other _____
(please specify). (If more than one applies, use a letter code to relate changes to specific initiators.)
5. 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"). (Again, if more than one applies, use a letter code to relate specific reasons to specific proposed changes.) _____

6. If in a previous year you submitted an earlier version of the present proposed change(s) to PP&R, please provide the date of the previous submittal _____
and attach beneath this cover sheet a copy of the "rejection" memo sent to you at that time that specifies the reason(s) PP&R or College Personnel Committee could/would not approve the requested change(s).

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee	Date
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee	Date
College Dean	Date
Chair, Personnel Planning and Review Committee	Date

College/Department Personnel Policies and Procedures

Approved

ARTS, MEDIA, AND COMMUNICATION	Missing
Art	May-03
Communication Studies (Speech Comm)	May-01
Journalism	Apr-99
Music	Mar-91
Cinema and Television Arts (RTVF)	Jun-99
Theatre	Nov-95

BUSINESS AND ECONOMICS	May-03
Accounting and IS	Apr-84
Business Law	Apr-97
Economics	Nov-01
Finance, R.E., & Insurance	Mar-00
Management	May-91
Management Science	Oct-98
Marketing	Sep-95

EDUCATION	Nov-84
Deaf Studies	Missing
Ed. Leadership & Pol. Sci.	Apr-98
Ed. Psych. & Counseling	May-00
Elementary Ed.	Sep-95
Secondary Ed.	Apr-84
Special Ed.	Sep-92

ENGINEERING AND COMPUTER SCIENCE	Missing
Civil Eng. & Applied Mech.	No Date
Computer Sciences	Feb-97
Electrical & Computer Eng.	May-01
Manu. Sys. Eng. & Mgt.	May-02
Mechanical Eng.	Apr-91

HEALTH AND HUMAN DEVELOPMENT*	Nov-84
Child & Adolescent Development	May-03
Comm. Disorders & Sci.	Mar-96
Environmental and Occupational Health	May-02
Family Environmental Sciences	May-01
Health Sciences	May-03
Kinesiology	Apr-94
Leisure Studies & Rec.	Oct-84
Physical Therapy	May-02

* College Procedures indicate School of Comm. & Prof. Studies

College/Department Personnel Policies and Procedures

Approved

HUMANITIES	Nov-97
Asian American Studies	Missing
Chicano/a Studies	Nov-84
English	Oct-87
Mod. & Class. Lang. & Lit. (Foreign Lang & Lit)	Feb-86
Philosophy	Apr-84
Religious Studies	Oct-73
Women's Studies	May-98

SCIENCE AND MATHEMATICS	May-00
Biology	Mar-00
Chemistry	Mar-02
Geological Sciences	Apr-02
Mathematics	Nov-84
Physics & Astronomy	Apr-02

SOCIAL AND BEHAVIORAL SCIENCES	Missing
Anthropology	Sep-01
Geography	May-03
History	No date
Pan African Studies	May-03
Political Science	May-03
Psychology	Sec 600
Sociology	May-03
Urban Studies & Plan.	May-02

LIBRARY	May-03
Technical Services	May-03
Reference & Instructional	May-03

9/2/2003

n:persl policies - dept:CPP-DPP List