

Date: September 28, 2007

To: College Deans
Chairs of College and Department Personnel Committees
Department Chairs
Faculty Eligible for Promotion

From: Penelope Jennings
Associate Vice President, Faculty Affairs

Subject: Calendar and Procedures for 2008 Promotion Considerations

All persons concerned with promotion considerations should be familiar with Sections 630-638 and 643 of the *Administrative Manual* (pages 51-61 and pages 65-66). Faculty members might also wish to review the following Articles from the *Faculty Bargaining Agreement*.

Article 11: Personnel Files
Article 14: Promotion
Article 15: Evaluation

The following summary provides information about the review process for faculty members seeking promotion.

ELIGIBILITY FOR PROMOTION CONSIDERATION

Because of its importance to promotion considerations, the entire text of Section 643.1.1 of the *Administrative Manual* is reprinted as follows:

1. By Rank.
 - a. Faculty members in the rank of Instructor or Assistant Librarian may be considered for promotion each year after completing one year of service in rank.
 - b. Probationary faculty in the rank of Associate Professor, Assistant Professor, Associate Librarian, Senior Assistant Librarian, or Student Services Professional I or II, Academically Related shall normally be considered for promotion at the same time as they are considered for tenure and every year thereafter until promotion is granted. Probationary faculty members shall not normally be promoted during probation. Probationary faculty members shall not be promoted beyond the rank of Associate Professor or Associate Librarian, unless they are selected for the simultaneous award of tenure. Faculty who are candidates for promotion before the normal period must demonstrate that they have fulfilled, in a period of time shorter than that required for normal promotion consideration, all of the criteria cited in Section 632 for advancement to the next rank.
 - c. Tenured faculty members in the rank of Associate Professor, Assistant Professor, Associate Librarian, Senior Assistant Librarian, or Student Services Professional I or II,

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Academically Related shall normally be considered for promotion when they have served five (5) years in the same rank/classification and every year thereafter until promotion is granted.

- d. Associate Professors, Associate Librarians, and Student Services Professional II, Academically Related may, upon application and with a positive recommendation from the Personnel Committee or Chair of their Department or equivalent unit, be considered at the College level for promotion prior to having served five (5) years in the same rank/classification. Only tenured faculty or those selected for the simultaneous award of tenure shall be considered for promotion to the rank of Professor or Librarian. Faculty who are candidates for promotion before the normal period must demonstrate that they have fulfilled, in a period of time shorter than that required for normal promotion consideration, all of the criteria cited in Section 632 for advancement to the next rank.

The current policies regarding promotion eligibility can be summarized as follows:

- a. Probationary Assistant Professors or Associate Professors who are serving in their sixth probationary year in the same rank are eligible for consideration.
- b. Tenured Assistant Professors, or Associate Professors who are serving their fifth year in that rank are eligible for consideration.

Applying the criteria cited above, 90 faculty members are eligible for promotion consideration this year. In addition to these 90 potential candidates for promotion, there are two groups that may supply some additional candidates:

- c. Tenured Associate Professors who have been fewer than 5 years in rank may, upon application and with a positive recommendation from the Department Personnel Committee or the Department Chair, be added to the list of faculty considered for promotion. Faculty in this group would be evaluated by the same criteria applied to those who would normally be considered for promotion, although their review would be earlier than anticipated by the language of the *Faculty Bargaining Agreement*.
- d. Probationary Assistant or Associate Professors who are serving in their first, second, third, fourth or fifth year would not normally be considered for promotion because they would not normally be considered for tenure. However, it is possible to promote to the rank of Associate Professor without granting tenure. Any first through fifth year probationary faculty members who wish to be considered for promotion may be considered upon application and with a positive recommendation from the Department Personnel Committee or the Department Chair, although they would not normally be considered unless they were also recommended for tenure. This memorandum will not be forwarded to any first through fifth year probationary faculty members, so it will be the responsibility of the Department Chair or Department Personnel Committee to identify any such potential candidates for promotion. A copy of this memorandum should be made available to any first through fifth year probationary faculty members who are identified as possible candidates for promotion by the Department Chair or the Department Personnel Committee, and to any first through fifth year probationary faculty members who indicate that they wish to be considered for promotion.

PREPARATION OF PERSONNEL FILES

The relevant sections of the *Administrative Manual* dealing with Personnel Files are on pages 10-16 (Section 606). The individual faculty member should note that he or she has the responsibility for

preparing the Professional Information File, with assistance from the Department Chair. There is no single format to be followed in preparation of the Professional Information File; however, the faculty member should include a current resume (see suggested form attached as Appendix A) plus whatever materials are thought relevant. The faculty member also has "full and unqualified" right to inspect all materials in his or her Personnel Action File.

The Department Chair or Department Personnel Committee should establish, and inform the faculty member of, a deadline date by which the Professional Information File must be submitted (Section 612.5.2.b., page 26). The date by which the Professional Information File must be submitted should provide sufficient time for review by the Department Chair and Department Personnel Committee prior to their deadline of February 1st.

The *Faculty Bargaining Agreement* section on Personnel Files contains three provisions that affect CSUN practices concerning files

a. Section 11.4 of the *Agreement* states that "the faculty unit employee shall be notified of the placement of any material in his/her Personnel Action File that the appropriate administrator initially considers to be accurate and relevant, and the faculty unit employee shall be provided with a copy of such material at least five (5) days prior to such placement." The College Dean, who is the administrator responsible for maintaining Personnel Action Files for all full-time faculty members, will need to wait for at least ten (10) calendar days after forwarding communications to the faculty member related to RTP evaluation recommendations and at least five (5) days for other communications before placing a copy of such communication in the faculty member's Personnel Action File. Section 11.5 provides the opportunity for a faculty member to meet with the appropriate administrator before material is placed in the faculty member's PAF.

b. Section 11.5 reads as follows:

Upon request, a faculty member shall be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the file to which the faculty member objects. The request to meet, if any, shall be made within five (5) days of the receipt of the notification. If no meeting is requested, the material will be placed in the file. If a meeting is requested, it shall take place within ten (10) days of the request made by the faculty member.

c. Section 11.7 reads in part as follows:

Materials for evaluation submitted by a faculty unit employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of such materials shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File for [RTP actions].

The language from the *Faculty Bargaining Agreement* means that, in addition to the resume, an index of supporting materials must be prepared by the faculty member; the resume, and the index, will become a permanent part of the faculty member's Personnel Action File.

CONSIDERATION AT THE DEPARTMENT LEVEL

The 90 faculty members eligible for promotion, minus those who withdraw from consideration, and plus those to be considered through options c. and d. explained on pages 2 and 3, must be reviewed at the Department level prior to February 1, 2008.

1. Withdrawal from Consideration.

Faculty members may, in writing, withdraw their names from consideration at any time by a letter to their Department Chairs. The letter of withdrawal from consideration should be placed in the Personnel Action File. Also, faculty members who fail to submit a Professional Information File prior to the Department deadline for submission of such material shall be withdrawn from consideration. (Section 643.1.4, page 66)

2. Faculty Members on Leave.

Faculty members on leave, who are candidates for promotion, shall be considered as carefully as if they were not on leave. They must ensure that their Personnel Files are up-to-date and should inform their Department Chairs of their current and projected activities which might have a bearing on promotability. (Section 643.1.3, page 66)

3. Exceptions to the Publication Requirement for Promotion to Full Professor Rank.

Candidates for promotion to Full Professor should note the language in Section 632.4.6.b (page 56):

Publication or equivalent is required. Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways. The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.

4. Meeting between the Faculty Member and the Department Personnel Committee.

Section 631.2 (page 51) of the *Administrative Manual* reads as follows:

Each Department Personnel Committee shall review all relevant data in light of the criteria for . . . promotion and shall submit a recommendation on each candidate. Prior to submitting their recommendation, the Department Committee shall invite each faculty member under consideration to meet with them to elaborate upon material in the Personnel Action File and the Professional Information File, or to answer questions that may exist.

5. Consultation at the Department Level.

There shall be consultation between the Department Personnel Committee and the Department Chair. The Department Personnel Committee shall, whenever possible, consult with the tenured members of the Department. (Section 634.1, page 58)

6. Notification to the Faculty Member.

Faculty members under consideration for promotion should be notified of recommendations in the following manner:

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written

evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2-632.6. The written evaluation also shall include a specific recommendation on promotion, . . . Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in the letter a statement that 606.1.2.e. gives to the faculty member the right to place in the Personnel Action File a written response to any written recommendation.
2. A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request ten (10) calendar days before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days. Following this meeting, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. The faculty member may also submit a rebuttal statement or response in writing. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

CONSIDERATIONS AT THE COLLEGE LEVEL

1. Deliberations of the College Personnel Committee and the College Dean.

Between February 11 and March 7 the College Personnel Committee and the College Dean shall review the Department recommendations and other relevant materials and each shall arrive at a recommendation for each faculty member under consideration for promotion. The Faculty member's Professional Information File submitted for review at the College level must be identical to the file reviewed at the Department level, unless the provisions permitting addition of materials have been fulfilled.

Material submitted after February 11 must have the approval of the College Personnel Committee and shall be limited to items that became accessible to the candidate after the close of Department deliberations (such items may include publication acceptances, notices of awards, lecture invitations, or like materials). (Section 606.1.1.b., page 11)

2. Notification to the Faculty Member.

No later than March 7, 2008 the College Personnel Committee and the College Dean, separately and in writing shall forward their recommendation and evaluation to the faculty member under consideration.

A copy of the written evaluation and recommendation shall be sent to each of the other recommending agencies and a copy shall also be placed in the faculty member's Personnel Action File no later than March 17, 2007 or ten (10) days after the evaluation and recommendation was forwarded to the faculty member. (Section 635.2.2, page 59)

3. Right to Appeal.

No later than March 28, 2008, the faculty member may, in writing, appeal a negative decision made at the College level to the Personnel Planning and Review Committee. The appeal process is governed by the provisions of Section 660 (pages 73-75).

THE PROVOST'S DECISION

1. Notification of the Provost's Decision.

No later than June 1, 2008, the Provost shall formally notify those faculty to be promoted effective August 20, 2008, such notification to include the reasons for approval or denial of the request for promotion (Article 14.9 of the *Faculty Bargaining Agreement*). The first issue of the @CSUN.EDU in the new academic year will contain a list of those faculty promoted.

If you have any questions on any of these matters, please call me on Ext. 2962.

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Attachments: Appendix A (Resume Form)
Appendix B (Calendar)
List of faculty eligible for promotion (College Deans, College Personnel Committee
Chairs, Department Chairs, and Department Personnel Committee Chairs only)
Grid for reporting recommendations on promotions (College Deans only)

RESUME

(see also Section 632 (p. 52-58) of the CSUN Administrative Manual)

Date _____

Name _____ Department _____

I. PROFESSIONAL PREPARATION.

- A. List degrees, year of completion, and granting institution
- B. Relevant experience.

Indicate all teaching experience (whether full-time or percent of part-time), showing rank, institution, and dates of service. If promoted at a prior institution show date of promotion. Indicate rank and step and date of appointment at CSUN.

Other related employment or experience - indicate all experience relevant to teaching area, including date of employment, employer and nature of duties performed.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS.

Teaching effectiveness is a primary criterion for tenure as well as promotion to any rank. Evaluation of teaching effectiveness shall be based upon class visits by the Department Chair and the Department Personnel Committee or their designees, student evaluations of teaching effectiveness, course syllabi and other sources of evidence of teaching effectiveness deemed appropriate by the Department.

III. CONTRIBUTIONS TO THE FIELD OF STUDY.

- A. Research or equivalent creative activity beyond terminal degree. (Performance, exhibits, and creative work.) Please indicate dates of completion (back-up material in supporting file).
- B. Publications - Please indicate dates and complete bibliographic detail. (Back-up material in supporting file).
- C. Participation in professional organizations, institutes, etc.
 - 1) Memberships in local, state or national organizations, and offices held in such organizations.
 - 2) Attendance at professional meetings (since date of appointment or last promotion).
 - 3) Presentations of research or other participation before professional groups. (Back-up material in supporting file, if available).
- D. Pioneering work in profession (organizing professional group, promoting reforms, developing new fields, etc.).

IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY.

- A. Effective participation in faculty and student affairs at various levels. (University, College, Department)
 - 1) Memberships in departmental committees
 - 2) Memberships in college committees
 - 3) Memberships in all-university committees or governing bodies
- B. Student Advisement and Counseling
- C. Community Service

This is a suggested form for you to follow. It is not expected that evidence will be listed in each and every category.

**SPRING 2008 CALENDAR OF PERSONNEL ACTIONS
AND PROCEDURES FOR FACULTY MEMBERS ELIGIBLE FOR PROMOTION**

January 22 (Tues.) or earlier - Department Personnel Committees begin deliberations on retention, tenure, and promotion on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2008.

February 1 (Fri) or earlier - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2008. Copies of the letters are not forwarded to the other recommending agencies until February 11 or 10 calendar days after the original letter is forwarded.

February 11 (Mon) or earlier - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2008. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.

March 7 (Fri) or earlier - The Dean and College Personnel Committee shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2008. Copies of the letters are not forwarded to the other recommending agencies until March 17 or 10 calendar days after the original letter is forwarded.

March 17 (Mon) or earlier - The Chair of the College Personnel Committee shall transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College shall forward to the Provost and Vice President for Academic Affairs all recommendations on promotion and on those probationary faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2008.

March 28 (Fri) or earlier - Faculty members not recommended for promotion, tenure, or retention may file an appeal with the Personnel Planning and Review Committee.

April 4 (Fri) or earlier - Faculty members who have filed an appeal must submit to the Office of Faculty Affairs all material supporting their appeal to the Personnel Planning and Review Committee.

May 5 (Mon) or earlier - The Chair of the Personnel Planning and Review Committee shall make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.

June 1 (Sun) or earlier - The Provost and Vice President for Academic Affairs shall formally notify those faculty to be promoted effective for the 2008-09 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year or a first year of tenure or a terminal notice year.

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