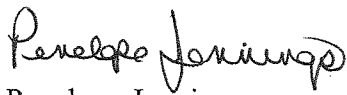


**Date:** September 14, 2009

**To:** Department Chairs

**From:**   
Penelope Jennings  
Associate Vice President, Faculty Affairs

**Subject:** Procedures for Evaluation of Tenured Faculty

During the current academic year, approximately 120 tenured faculty will be subject to review under the procedures for evaluation of tenured faculty. Included in this group will be faculty who were evaluated during the Spring 2005 semester and are still teaching, plus those faculty promoted at the beginning of the 2004-05 academic year. **Department Chairs are also subject to review under these procedures in addition to whatever review may be made by the College Dean under section 622.6.3 of the *Administrative Manual*.**

*Faculty who have been evaluated for promotion or retention within the past five years and faculty on a full-time leave during the current year are excluded. Faculty participating in the Faculty Early Retirement Program and the Pre-Retirement Reduction in Time Base Program are included and must be evaluated at least every fifth year, although we have waived this requirement for those faculty who have stated in writing that they will fully retire at the conclusion of the current academic year.*

Sections 15.32 - 15.34 of the Faculty Bargaining Agreement, which deal with evaluation of tenured faculty members, are reprinted below:

- 15.32 For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years. Such periodic evaluations shall be conducted by a peer review committee of the department or equivalent unit, and the appropriate administrator. For those with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- 15.33 A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer review committee chair and the appropriate administrator shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.
- 15.34 A copy of the peer committee's and the appropriate administrator's summary reports shall be placed in the tenured faculty unit employee's Personnel Action File.

Article 2.1 of the Agreement defines administrator as follows:

The term "administrator" as used in this Agreement refers to an employee serving in a position designated as management or supervisory in accordance with HEERA.

For purposes of implementing this policy, the appropriate administrator at this campus is the College Dean, who will meet with the peer review committee chair and the tenured faculty member "to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement." The College Dean should submit a summary report to be placed in the tenured faculty member's Personnel Action File.

Each of the academic Departments have approved procedures for implementing the policy on evaluation of tenured faculty. Those plans vary in such areas as the manner of selecting the peer review committees and designation of appropriate evidence to be reviewed. Additionally, Section 645 of the *Administrative Manual* sets forth the University policy and procedures regarding review of tenured faculty.

Each Department Chair should take the following steps:

- 1) Familiarize yourself with the procedures for your Department. Contact our office if you have any questions.
- 2) Take the steps necessary to implement the procedures in your Department, including notification **no later than October 1<sup>st</sup>** to those faculty in your Department who are scheduled for an evaluation.

Please see the attached list of the faculty in your Department who are to be evaluated this year. If there is anyone on this list who will not be evaluated, please notify my office so that accurate records can be maintained.

College Deans should ensure that all scheduled evaluations for this year are completed **no later than April 30, 2010**. The Office of Faculty Affairs should be notified of all completed evaluations.

Questions concerning this matter should be directed to me via e-mail to [penelope.jennings@csun.edu](mailto:penelope.jennings@csun.edu) or by contacting the Office of Faculty Affairs at extension 2962.

PJ:rm  
n:reviews:evalten09

cc: Provost Hellenbrand  
College Deans