

California State University
Northridge

Some Policies Chairs Should Know

**CSUN Department Chair Retreat
Ventura Beach Marriott
17-19 August 2008**

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Section 645 of the Administrative Manual:
Periodic Review of Tenured Faculty
(Approved May 6, 2008)

645 **Periodic Review of Tenured Faculty**

- 645.1 The Collective Bargaining Agreement Between the CSU and CFA, Unit 3-Faculty (May 15, 2007 – June 30, 2010) mandates that there be periodic evaluation of tenured faculty. The purpose of Section 645 is to outline campus processes for implementation of the mandated periodic evaluation. Should the provisions related to periodic evaluation of tenured faculty be removed from this or future Faculty Contracts, these provisions shall become null and void.
- 645.2 The purpose of periodic evaluation of tenured faculty (“post tenure review”) is to facilitate continued faculty development and improvement.
- 645.3 Each tenured faculty unit employee shall be reviewed at least once every five years. A performance review for promotion shall be considered to be such review in calculating the five-year intervals. Tenured faculty unit employees shall not be reviewed while on sabbatical leave or leave of absence.
- 645.4 The Peer Review Committee of the Department or equivalent unit and the College Dean, separately and in writing, shall provide a review. The Peer Review Committee shall be comprised of tenured faculty unit employees at the rank of Professor or equivalent. Where there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve.
1. The Department Peer Review Committee shall provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member’s Personnel Action File.
 2. The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.
 3. The Chair of the Department Peer Review Committee, or designee, and the College Dean shall meet with the tenured faculty unit employee under review to discuss his or her strengths and weaknesses along with suggestions, if any, for improvement.

4. The College Dean shall provide a written report of his or her evaluation to the faculty member under review ten (10) days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Peer Review Committee.
 5. The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.
- 645.5 Tenured faculty unit employees shall be reviewed based on their actual work assignments only. For those faculty members with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- 645.6 Departments may establish additional policies and criteria consistent with The criteria described in this section.
1. Department criteria for review of tenured faculty shall be reviewed and approved by the tenured and probationary faculty in the Department. The criteria shall be submitted to the College Dean for review and approval and to the Personnel Planning and Review Committee for final review and approval for consistency with Section 645 and the Faculty Collective Bargaining Agreement. PP&R may designate the Chair of PP&R to review the criteria and approve on behalf of PP&R.
 2. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. Procedures not forwarded and approved by the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies, and procedures will revert to Section 600.

Section 652 of the Administrative Manual:
Grant-Related/Specially-Funded Instructional Faculty Appointments
(Approved May 6, 2008)

652 Grant-Related/Specially-Funded Instructional Faculty Appointments

652.1 Preamble

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRIF classification. GRIF appointments allow California State University, Northridge (CSUN) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRIF appointment.

652.2 Definition

The Grant-Related/Specially-Funded Instructional Faculty (GRIF) member serves as a California State University Northridge instructional faculty member. GRIF members may be appointed to a non-permanent academic year or a 12-month GRIF classification. The classification can be used for grant-funded faculty assignments as well as faculty assignments funded by gifts and bequests or by Foundation allocations. The GRIF classifications provide for additional salary at a range specified by the Faculty Collective Bargaining Agreement.

652.3 Eligibility

1. In order to be considered for a GRIF appointment, the faculty member must meet the following criteria:
 - a. The faculty member must be primarily responsible for annual grant and contract awards exceeding \$500,000 in 2008 constant dollars (per faculty member in the case of co-Principal Investigators (“co-PIs”)) in volume, administer multiple awards, and supervise multiple staff.
 - b. The faculty member’s grant and contract funds must buy out a minimum of 40% of the faculty member’s 1.0 time base appointment during the academic year. In the case of co-PIs, the grant and contract funds must buy out a minimum of 40% of each faculty member’s 1.0 time base appointment during the academic year.
 - c. Non-state funds must be identified to cover the GRIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRIF position. The source of non-state funds cannot be a direct charge to the grant.

- d. The faculty member's grant and contract activity must clearly be related to the faculty member's regular University responsibilities and must make a substantial contribution to CSUN's mission and vision.
- e. The faculty member must be involved in the instructional program through classroom/laboratory teaching and/or mentoring students in training, research, or creative activities.
- f. The faculty member appointed to a GRIF classification shall demonstrate exceptional professional merit in scholarship and teaching as evidenced by regional or national stature in his or her discipline with a continuous record of recognized leadership and significant achievement in creative or scholarly work.
- g. Generally, an individual appointed to the GRIF classification shall have the responsibility as a Project Director and/or Principal Investigator.
- h. Faculty members who have been awarded a sabbatical or difference-in-pay leave are not eligible for GRIF appointments for the duration of the sabbatical or difference-in-pay leave.

2. Duration

- a. Appointment to a GRIF classification automatically expires at the end of the period stated and does not establish a right to a subsequent GRIF appointment. Faculty seeking an additional or renewed GRIF appointment must re-apply through the same process as first-time applicants.
- b. Since a GRIF appointment is contingent on the availability of adequate funding from grants, gifts, or other non-state funds, should the funding not be available, the GRIF appointment will terminate.

652.4 Application Process

- 1. No later than March 1 of the year before the GRIF appointment is requested, the faculty member submits a letter to the Dean, copied to the Department Chair, requesting a GRIF appointment. The eligible faculty member must specify in writing the GRIF additional salary differential percentage requested. The Dean is responsible for obtaining written confirmation from the Office of Graduate Studies, Research, and International Programs that the faculty member has sufficient external support to cover all costs. This includes identification of the source(s) of external funds from which the GRIF differential will be paid.

2. The application is reviewed by the Department Chair who submits a recommendation, no later than March 15, copied to the applicant, which includes a review of the criteria listed in Section 652.3.1.d. through g. and a recommendation for approval or denial of the GRIF appointment.
3. The application and recommendation from the Department Chair is reviewed by the College Dean. The Dean submits a letter of recommendation, no later than April 1, to the Provost and Vice President for Academic Affairs, copied to the applicant, that confirms the identified sources of funding and, if the College Dean supports the appointment, he or she specifies the recommended GRIF salary differential.
4. The Provost and Vice President for Academic Affairs reviews the application letter and recommendations from the Department and College-level reviewers and approves or denies the GRIF appointment and if approved, specifies the amount of the GRIF salary differential. The Provost's decision to approve or deny a GRIF appointment is final. The Provost communicates his or her decision to the applicant by letter, no later than April 15, with copies to the College Dean and Department Chair.

652.5 Terms of Appointment

1. Appointments to this classification are not permanent and shall be made only for one academic year (for academic year instructional faculty) or one 12-month period (for 12-month instructional faculty).
2. Appointees to these classifications shall receive compensation comprising the base salary of their normal faculty appointment plus a salary augmentation within the range specified for GRIF by the Faculty Collective Bargaining Agreement above such base salary. The letter of appointment from the Provost shall state the amount of the differential salary.
 - a. Changes in compensation during the course of a GRIF appointment shall be limited to any general salary increase, service salary increase, promotion as determined by the campus retention, tenure, and promotion process or any other contractual compensation adjustment granted to the faculty member during this time.
 - b. When the appointment to a GRIF position is concluded, the faculty member shall revert back to the salary classification of his or her prior faculty position with any intervening salary adjustments.
 - c. In addition to responsibilities as a GRIF faculty member, the GRIF faculty member shall also have normal Departmental, College, and University service responsibilities expected of all other faculty in their regular appointments.

- d. No tenure or salary rights attach to either GRIF classification separate from the tenure rights and salary normally accruing from regular full-time faculty appointment. Appointment to either classification does not constitute a promotion nor does termination of a GRIF appointment without renewal constitute a demotion.
- e. GRIF appointments shall begin on the first day of the Fall semester for both academic year and 12-month appointments. The end date for academic year appointments shall be the last day of the following Spring semester. The end date for 12-month appointments shall be the day prior to the first day of the following Fall semester.
- f. There is no automatic renewal of a GRIF appointment.
- g. The CSU and the California Faculty Association have agreed that the CSU will not employ systemwide more than one hundred (100) faculty members in the GRIF classifications at any one point in time.

652.6 Review of Policy

This policy shall be assessed in five years from its effective date to determine its utility and effectiveness. The policy may be assessed before that time if changes in the Faculty Collective Bargaining Agreement mandate campus changes.

Section 632.4.6.b. of the Administrative Manual: “Exception Clause Policy”
(Approved 12/8/06)

The University requires publication or its equivalent. The College or Department may have additional publication requirements. 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.

**Section 612.5.2.c.(2)(a) of the Administrative Manual:
Procedures for Evaluating Teaching Effectiveness - Class Visit Policy
(Approved February 22, 2007)**

612.5. Department Level

1. Composition and Eligibility.
2. Responsibilities.
 - a. The Department Committee . . .
 - b. The Department Committee . . .
 - c. Each Department shall have on record . . .
 - (1) Criteria for retention, . . .
 - (2) Procedures for evaluating teaching effectiveness.
 - (a) Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year for all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

Revision of Policy on FERP Faculty Service on Department Personnel Committees
(Approved April 22, 2005)

Sections 612.2.1, 612.2.5, and 612.5.1 of the *Administrative Manual* are revised as follows:

Section 612.2 Composition and Eligibility – General Considerations

1. Tenure and Rank

With the exception of the Personnel Planning and Review Committee, all personnel committees shall be composed of tenured faculty unit members selected by the probationary and tenured faculty unit employees. Because the Faculty Unit Agreement (Article 15.37) requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion, only those members of personnel committees who are at a higher rank may participate in promotion deliberations. Consequently, some committees may have to be composed of only Professors, Librarians or Student Services Professionals III, Academically Related in order to conduct their business. Subject to the limitations of Article 15 of the Faculty Bargaining Agreement and Section 612.5.1.b., participants in the Faculty Early Retirement Program may be eligible to serve on Department Personnel Committees charged with retention, tenure, and/or promotion reviews.

5. Ineligible Status

No faculty member who is eligible for promotion or otherwise personally under consideration shall serve on any personnel committee. Persons electing to withdraw from consideration remain ineligible to serve. Faculty members who have been notified that they will not be reappointed and faculty members who have resigned shall be prohibited from voting on the election of any personnel committee policy, or on the evaluation of any individual personnel matter.

Section 612.5 Department Level

1. Composition and Eligibility

Each Department shall elect a Personnel Committee. A committee normally consists of three, five or seven tenured members of senior rank. A Department may, with the approval of the College Personnel Committee elect a committee consisting of a larger number. The Department Chair is not eligible for membership but shall consult with the Committee on matters of appointment (621.2.4), probation, tenure, and promotion (Section 634), and (when required by Section 644.3) service salary step increases.

- a. The Personnel Committee of each Department with four or more eligible candidates for membership must consist entirely of faculty members from that Department.
- b. When a Department has three or fewer members eligible for membership on the Personnel Committee, the President may, at the request of the Department and with the consent of the FERP faculty member in question, agree that a departmental participant in the Faculty Early Retirement Program (FERP) may be elected to serve on the committee. Department Personnel Committees that include FERP faculty must complete all committee duties concerning retention, tenure, and/or promotion during the FERP participant's period of teaching.
- c. When a Department with three or fewer members eligible for membership on the Personnel Committee, including any FERP faculty approved by the President, cannot or does not wish to elect a Personnel Committee consisting entirely of its own members, it must elect members from a related academic discipline(s) in a manner approved by the Personnel Committee of that College.

Revision of Policy on Periodic Review of College and Department Personnel Procedures
(Approved June 23, 2005)

Section 612.4.2.b.(5) of the *Administrative Manual* is revised as follows:

- (5) College criteria, policies, and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, PP&R at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b. (6) for effective date for new or revised criteria.

Section 612.4.2.b. (6) is added as follows:

- (6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the College for approval by the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Section 612.5.2. is revised as follows:

2. Responsibilities.
 - a. The Department Committee...
 - b. The Department Committee...
 - c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:
 - (1) Criteria for retention, tenure, and promotion. . . .
 - (2) Procedures for evaluating teaching effectiveness. . . .
 - d. Each Department Chair shall distribute a copy of approved procedures to all faculty members in the Department.
 - e. Unresolved differences between a College Committee and a Department Committee shall be referred to the Personnel Planning and Review Committee.

- f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. 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. Procedures not forwarded to, and approved by, the College Committee and PP&R at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

- g. If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the Department for approval by the College Committee and the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Revision of Policy on Equity and Diversity Representation on Recruitment Committees
(Approved February 24, 2005)

Section 620.2 of the *Administrative Manual* is revised as follows:

1. Each Department committee engaged in recruitment shall designate one of the committee's members (other than the committee chair or the Department Chair) as the committee's Equity and Diversity Representative. The Equity and Diversity Representative will be responsible for coordinating and monitoring equity and diversity activities for each search conducted by that Committee.
2. Each College's Personnel Committee shall designate one of the committee's members (other than the committee chair) as the committee's Equity and Diversity Representative. The Equity and Diversity Representative will be responsible for coordinating and monitoring equity and diversity activities for each search referred to the committee.
3. All Department and College Equity and Diversity Representatives shall receive special training from the Director of Equity and Diversity.

Revised Policy on Eligibility for Emeritus Status
(Approved April 20, 2006)

The President of the University may grant Emeritus status to a senior faculty member who has retired from active service in the CSU system and who, prior to retirement, served at least ten years as a full-time tenure-track member of the CSUN faculty. Those faculty members participating in the Faculty Early Retirement Program may be granted Emeritus status after completing their final semester of teaching service.

**Clarification of Policy on Lecturers' Role in Elections of Search and Screen
Committees for Deans, Associate Deans, and Department Chairs**
(Approved April 22, 2005)

Section 609 of the *Administrative Manual* is revised as follows:

609 Election Guidelines

609.1 General Considerations

These guidelines apply generally to department and college personnel committees, search and screen committees, and other relevant faculty committees. More explicit procedures may apply to committees described separately in this manual.

Faculty personnel elections mandated by Section 600 shall be conducted so as to assure confidentiality and to avoid conflict of interest or any possible improprieties.

609.2 Election Procedures

Departments and colleges shall observe the following guidelines when conducting faculty personnel elections or when establishing their own election procedures:

1. Setting reasonable timelines and clear deadlines.
2. Providing for faculty oversight in the preparation, distribution, and collection of ballots.
3. Clarifying voter eligibility and conditions for ballot validity.
4. Insuring voter confidentiality (e.g., use of double envelopes).
5. Specifying methods for counting votes, handling ties, and possible post-election storage and future use of ballots.
6. Where written college election procedures so specify, lecturers may vote for members of search and screen committees for deans and associate deans. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.
7. Where written department election procedures so specify, and subject to the limitations of Section 622.6.2.a.(2), lecturers may vote for members of search and screen committees for department chairs. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.

Graduate Assistants and Teaching Associates

The Graduate Assistant and Teaching Associate Employment policies provide that student employees may not be concurrently employed in non-student classifications (e.g. staff, lecturer, extended learning instructional faculty, special consultant).

Example:

We have been advised by the Chancellor's Office that GAs and TAs who teach during the Spring semester should not be reclassified as Summer Instructional Faculty and then reclassified as a GA/TA the following semester. They can teach during Summer Session and Intersession as Lecturers only after they have completed their GA/TA assignments and will no longer be classified as a GAs/TAs in future academic semesters.

Faculty Affairs

March 23, 2005

-----Original Message-----

From: harry hellenbrand [mailto:harry.hellenbrand@csun.edu]

Sent: Friday, May 20, 2005 9:58 PM

To: PROV.COUNCIL-L@csun.edu

Subject: some files runneth over

READ DOWN::

1. THE PAST TWO WEEKS I'VE READ FILES THE SIZE OF SANDSTONE BLOCKS. CHEOPS'S SLAVES HEFTED SMALLER ONES.

LET MY PEOPLE GO.

DO READ 11.7 BELOW . SHARE IT WITH YR CHAIRS. NOTE THAT IT ALLOWS FOR AN INDEX TO REFER TO ITEMS THAT ARE NOT PHYSICALLY IN THE PAF OR PIF; THE INDEX ITSELF REMAINS PERMANENTLY IN THE PAF. I'M NOT MAKING THIS UP. THIS IS IN THE MOU.

SANE PEOPLE--AND PEOPLE WITH JEWISH BICEPS-- HAVE INTERPRETED THIS TO LEAD TO THE FOLLOWING BEHAVIOR. ATTACH, SAY, AN ARTICLE OR A PYRAMID ONCE IN A REVIEW. INSCRIBE SAID OBJECT, BY TITLE, IN THE INDEX. HAVE THE OBJECT SCRUTINIZED BY REVIEWERS. THE NEXT YEAR, THAT OBJECT NEED NOT BE PHYSICALLY RE-INSERTED SINCE THE INDEX, PERMANENTLY IN THE PAF, STANDS FOR IT WHILE IT HAS BEEN REVIEWED IN A LETTER THAT NOW IS EVIDENCE IN THE PAF. AND PRESUMABLY THE VITA REFERS TO IT. IN A SUBSEQUENT YR OF PERFORMANCE REVIEW, THE OBJECT/PYRAMID CAN BE RE-INSERTED IN THE PIF, IF ONE WANTS.

WE CAN DEBATE THE NUANCES OF THIS WAY TO GO, BUT FRANKLY FILES SHOULD NOT WEIGH IN AT 50 LBS.

2. THE MOU DOES NOT FORBID LAMINATING, HERMETICALLY SEALING, OR VACUUM TUBING PAGES IN PLASTIC IN THE PIF. HOWEVER, I MUST CONFESS: I HAVE MANY KINKS AND FLAWS. FOR EXAMPLE, I BITE MY NAILS. THAT MEANS I NEED TO SPIT ON MY FINGERS TO GAIN TRACTION TO OPEN THESE PLASTICIZED WONDERS. OR I MUST UNBEND PAPER CLIPS AND STICK ENDS INTO NARROW SLOTS AND THEN PRY AND PULL. THIS REQUIRES MANUAL DEXTERITY AND PATIENCE. I HAVE THE FORMER BUT AM BEREFT OF THE LATTER. THE FIRST BEHAVIOR MEANS I CONTAMINATE THE FILE WITH SPITTLE; THE SECOND CAN LEAD TO SELF-STABBING (SEE PATIENCE, LACK THEREOF) AND BLEEDING. I HOPE YOU FIND THIS DISGUSTING. BECAUSE.....

PLASTICIZATION IS NOT THE WAY TO GO.

MOU

2008-09 ACADEMIC YEAR CALENDAR OF PERSONNEL PROCEDURES
(Approved, June 25, 2008)

The following are deadline dates.

Note: All recommending agencies are reminded that Article 11.4 of the Faculty Bargaining Agreement requires that any material to be placed in a Personnel Action File must be provided to the affected faculty member at least five days prior to such placement.

Article 15.5 of the Faculty Bargaining Agreement is also relevant and is quoted in its entirety as follows:

At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require that evaluation time lines be extended.

The approved calendar sets forth dates by which actions must be taken by Personnel Committees, Department Chairs, and Deans, often with a specified deadline date "or earlier." Please note that Departments and Colleges may establish earlier deadlines for the dates when they begin deliberations on retention, tenure, and promotion, for the dates that recommendations must be made available to the candidates, or for other personnel matters.

For reappointment for the 2009-10 academic year, if all recommendations for a faculty member in the third year or the fifth year of probation are positive, then reappointment is determined at the time the College-level recommendations are placed in the Personnel Action File.

1. **August 25 (Mon)** - The Provost and Vice President for Academic Affairs, via the @csun, shall announce promotions effective at the beginning of the 2008-09 academic year.
2. **September 10 (Wed)** - First meeting of the Personnel Planning and Review Committee.
3. **September 12 (Fri) or earlier** - Election of College Personnel Committees for the 2008-09 academic year with selection of chairs as soon as possible thereafter.
4. **September 26 (Fri) or earlier** - Election of Department Personnel Committees for the 2008-09 academic year.

5. **September 26 (Fri)** - Last day for submission of applications for sabbatical leave for the 2009-10 academic year.
6. **October 1 (Wed) or earlier** - Faculty on leave without pay for Fall Semester 2008 only shall notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2009.
7. **October 10 (Fri) or earlier** - Departments forward all sabbatical leave applications, accompanied by written evaluations, to College Personnel Committees.
8. **October 31 (Fri) or earlier** - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on retention of second-year probationary faculty members.
9. **November 10 (Mon) or earlier** - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention of second-year probationary faculty members.
10. **November 14 (Fri) or earlier** - College Personnel Committees shall forward recommendations on sabbatical leave applications to the College Dean.
11. **November 14 (Fri) or earlier** - Each Department shall submit to the College Personnel Committee for approval any revisions to its personnel procedures for the following academic year.
12. **November 26 (Wed) or earlier** - College Deans shall forward recommendations on sabbatical leave applications to the President.
13. **December 5 (Fri) or earlier** - The Dean and College Personnel Committee shall make available to the candidates their recommendations on retention of second-year probationary faculty members.
14. **December 15 (Mon) or earlier** - College Deans shall forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.
15. **December 19 (Fri) or earlier** - Second-year probationary faculty members not recommended for retention may file an appeal with the Personnel Planning and Review Committee.
16. **January 5 (Mon) or earlier** - Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.
17. **January 12 (Mon) or earlier** - The President shall notify each sabbatical leave applicant of the decision on her/his proposal.

18. **January 20 (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, 2009.
19. **January 30 (Fri) or earlier** - The Chair of the Personnel Planning and Review Committee shall make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.
20. **January 30 (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, 2009. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.
21. **February 9 (Mon) or earlier** - Each College Personnel Committee shall submit, with its Chair's and its Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.
22. **February 9 (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, 2009. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
23. **February 11 (Wed) or earlier** - The Provost shall meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.
24. **February 15 (Sun) or earlier** - The Provost and Vice President for Academic Affairs shall notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2008-09 academic year.
25. **March 6 (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, 2009. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.

26. **March 16 (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, 2009.
27. **March 23 (Mon) or earlier** - Faculty members not recommended for promotion, tenure, or retention may file an appeal with the Personnel Planning and Review Committee.
28. **March 30 (Mon) or earlier** - Department Chairs, Department Personnel Committee Chairs, College Committee Chairs, or Deans must notify Faculty Affairs by this date of emeritus faculty nominations.
29. **March 30 (Mon) 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.
30. **April 1 (Wed) or earlier** - Faculty on leave without pay for the Spring Semester 2009 or the 2008-09 academic year shall notify the Provost and Vice President for Academic Affairs of intention to return to duty at the start of Fall Semester 2009.

Note: Spring Break April 6 – 11

31. **May 4 (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.
32. **May 20 (Wed) or earlier** - The Provost shall meet with the Personnel Planning and Review Committee to discuss retention, tenure and promotion cases.
33. **June 1 (Mon) or earlier** - The Provost and Vice President for Academic Affairs shall formally notify those faculty to be promoted effective for the 2009-10 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.
34. **June 12 (Fri) or earlier** - Faculty on leave without pay for 2008-09 and who wish to apply for leave without pay for 2009-10 shall submit their request to the Provost and Vice President for Academic Affairs.

Timely Adoption of Textbooks/Instructional Materials for Accessibility (Approved February 28, 2008)

It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. As part of that policy all CSUN faculty shall, whenever possible, submit their textbooks and/or instructional materials requests by a University deadline established by Academic Affairs that is to be included in the University calendar and that is not less than (8) weeks prior to the beginning of the semester.*

*Academic Affairs interprets the recommended Senate Policy as follows:

Faculty members must submit book orders and other instructional materials orders no later than eight weeks before the beginning of the semester; and departments must submit orders for sections that do not yet have instructors assigned to them no later than eight weeks before the beginning of the semester.

This policy does not apply, however, to instructional web sites, links from those web sites, and supplementary materials that are attached to them. See the other policy at <http://www.csun.edu/accessibility> for details. In brief, all new instructional web sites must be compliant by fall 2008, with older sites updated for accessibility as they are used publicly. The appropriate administrator can allow alternative ways of meeting this requirement if indeed compliance is excessively challenging or burdensome.

“Whenever possible” cannot be invoked willy-nilly to get around compliance with applicable law, or with the practical requirement to submit textbook and other instructional materials orders at least 8 weeks prior to the beginning of the semester for all instructors and for all scheduled sections not yet staffed.

“Whenever possible” is not to be interpreted or implemented as a matter of convenience, department or faculty preference, or department or faculty past practice. For instance, one cannot invoke travel, work schedule, or academic freedom to support a claim that it is not possible to comply. A sudden cancellation of a preferred textbook, an unanticipated illness, and/or other circumstances completely outside the control of an individual faculty member or department may constitute such grounds, subject to review and agreement by the dean based on the specific circumstances. In the case of disagreement, the dean will submit that judgment and relevant explanation to the department chair.

Reinstatement after Third Disqualification
(Approved February 25, 2008)

Students who receive a third disqualification may reapply to the University after a minimum waiting period of five years. Students must provide evidence that demonstrates acquired skills or achievements that support a successful return to the University. Students reinstated to the University must meet each semester all criteria established by the University for continued enrollment of readmitted previously disqualified students until both their cumulative total GPA and CSUN GPA return to 2.0. Those who fail to do so will receive a *final disqualification* and will be given no further opportunities for readmission.

**Criterion for Continued Enrollment of Readmitted
Previously Disqualified Students**
(Approved February 25, 2008)

Students who have been academically disqualified, but who are readmitted to the University under terms of probation with an Academic Performance Agreement are allowed to continue to enroll in subsequent semesters only if they earn a GPA of 2.00 or higher each semester until both their cumulative total GPA and CSUN GPA return to 2.0.

Policy on Graduating-Senior Registration Priority
(Approved June 30, 2005)

A student who receives graduating-senior registration priority twice and who does not graduate will not receive graduating-senior registration priority a third time and will return to senior registration priority status. This policy will take effect one year after approval by the Senate and the President.

Policy on Missed Classes Due to Participation in University-Approved Activities
(Approved February 25, 2005)

When representing the university in official curriculum-related, university-approved activities requires a student to miss classes, faculty are expected to provide, within reason, opportunity to make up any work or exams that are missed.

To be eligible for such accommodation, the student is obligated to provide the instructor of the class with written documentation signed by the faculty, staff member or administrator supervising the activity, giving specific information concerning the activity, its location, and the dates and times when class attendance is not possible. This documentation must be submitted to the instructor during the first week of the semester or as soon as the information becomes known.

Instructors may set limits on the number of classes that may be missed for which special accommodation to make up missed work will be allowed. The process for making up missed class work is the prerogative of the instructor and shall be communicated to the affected students during the first week of classes or as soon as the need for accommodation becomes known.

For the purposes of this policy, if a question arises as to which events meet the definition of “*official curriculum-related, university-approved activities*” the determination shall be made by the Associate Vice President for Undergraduate Studies.

Absence from class for official curriculum-related, university-approved activities does not relieve students from responsibility for any part of the course work required during the period of absence.

University sponsors of these activities have an obligation to respect the importance of regular class attendance for successful academic performance and to minimize the number of such absences. Instructional faculty have an obligation to respect the importance of such student participation, and to assist student participants in meeting their academic obligations.

Revised Policy on Retention of Student Work
(Approved February 25, 2005)

A. Document Retention Timeframes:

Faculty shall retain the final examination and other materials, including materials in an electronic form, which contribute to the student's final grade, and which are not returned to the student or otherwise not made available in class to the student, in accordance with the following timeframes:

1. *Spring Semester*: Materials from the spring semester will be retained until the end of the first week of the following spring semester.
2. *Summer Term*: Materials from the summer term will be retained until the end of the first week of the following spring semester.
3. *Fall Semester*: Materials from the fall semester will be retained until the end of the first week of the following fall semester.
4. *Winter Intersession*: Materials from the winter intersession will be retained until the end of the first week of the following fall semester.

When a faculty member has received notice as to the filing of an academic grievance or grade appeal from the Office of the Vice President for Student Affairs, all related course materials, including materials in an electronic form, shall be retained until the case is resolved.

- B. Student's Responsibility: It is the student's responsibility to pick up from the faculty materials that have been made available to students in class.
- C. Departing Faculty: Departments are encouraged to collect from departing faculty all materials as specified above, including materials in an electronic form, which contribute to the student's final grade and retain such materials for a period consistent with the time frames provided above.

WRITTEN SYLLABI FOR ALL UNDERGRADUATE COURSES

(Approved 5/8/01; modified 3/25/03)

To better inform students about the requirements, content and methodology of the university's undergraduate curricula, all faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it on-line no later than the second week of classes.

The syllabus should contain the following information:

- Course objective(s).
- A brief list or summary of topics or projects covered.
- Course requirements and methods of evaluation.
- Grading criteria including whether or not the plus/minus system will be used.
- Contact information (instructor's name, office hours, office location, and campus phone number).
- For a General Education course, the syllabus should describe how it meets the currently approved goals of the General Education section in which it resides.
- For an upper-division General Education course, the syllabus should include a statement that informs students that the course is an upper-division General Education course and that it requires completion of writing assignments totaling a minimum of 2,500 words.

Policy on Written Syllabi for All Graduate Courses
(Approved 2/2/06)

To better inform students about the requirements, content and methodology of the university's graduate curricula, all faculty teaching graduate courses will distribute a written syllabus to each student in the course and or/post it online no later than the second week of classes. The syllabus should contain at least the following information.

- Course objective(s)
- A brief list or summary of topics or projects covered
- Course requirements and methods of evaluation
- Grading criteria including whether or not the plus/minus system will be used
- Contact information (instructor's name, office hours, office location, and campus phone number)

UNDERGRADUATE REPEAT POLICY

A maximum of 15 semester units of CSU Northridge coursework in which a student earned a C- or lower grade may be repeated for the purpose of excluding grades (or “grade forgiveness”) from the computation of a student’s overall GPA. Only the first 15 semester units repeated are eligible for grade forgiveness. All subsequent repeats will be averaged into the student’s total GPA.

- Registration in repeated courses is restricted to the extended and late registration periods and is prohibited during the priority registration period.
- Subsequent enrollment must be on the same basis of grading as the first enrollment.
- Only one repeat per course is permitted for the purpose of improving the grade. Grades assigned as part of a disciplinary action may not be “forgiven.”
- The higher of the two grades is counted in the student’s grade point average. The lower grade is “forgiven” from GPA computation, but both grades appear on the student’s permanent record (transcript).
- Students may not improve grades of courses taken at other institutions by repeating them at CSU Northridge, nor may students improve grades of courses taken at CSU Northridge by repeating them elsewhere.
- On the third or subsequent enrollment in a course, permission of the associate dean of the college is necessary.
- This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits, or requires repeats.

Students With Disabilities in the Classroom A Guide for Faculty

The Rehabilitation Act of 1973, Section 504 as amended, and the regulations adopted thereafter, as well as the **1990 Americans with Disabilities Act** provide that:

...no qualified handicapped person shall, on the basis of handicap, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular or other postsecondary education program or activity ...

A qualified handicapped person is defined as:

... a handicapped person who meets the academic and technical standards requisite to admission or participation in the ... education program or activity ...

The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities and facilities.

Under the regulations, we are required to make modifications to our academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student. Such accommodation is commonly referred to as a "reasonable accommodation." Some examples are, but are not limited to:

- use of interpreters in class
- identifying notetakers
- relocating classes to accessible rooms
- providing extended time on tests
- providing alternative testing arrangements
- allowing the use of service animals
- allowing the use of assistive devices and or auxiliary aids, including tape recorder
- providing alternative text (Braille, large print, electronic text, audio text)
- selecting captioned media (films, videos, web pages, electronically generated presentations)
- developing and utilizing accessible websites

Determination of Accommodation

Faculty responsibilities are encompassed in the University's obligations to federal mandates. **Faculty are not responsible for determining what is and is not a reasonable accommodation for the student.** The National Center on Deafness (NCOD) and the Center on Disabilities (CoD) office have been designated by the Chancellor to prescribe reasonable accommodation for all students who have been certified as having disabilities in the areas served by their office – including learning disabilities or psychological disabilities. These offices have sole responsibility for verifying documentation and determining reasonable accommodations.

Responsibility for Providing the Accommodation

Faculty are not solely responsible for the full provision of an accommodation. NCOD or CoD offices serve as resources for students and faculty alike and will coordinate most of the more common accommodations needed, including providing interpreters or alternate format for print material.

Confidentiality

The University is in compliance with the Federal Educational Right to Privacy Act (FERPA) ensuring the confidentiality of all student records, as well as similar provisions in both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act requiring that confidentiality be maintained. With written permission from the student, counselors at either Center on Disabilities or the National Center on Deafness may discuss accommodations that have been approved for the student, but may not discuss the specifics of the diagnosis. Faculty discussions with a student about accommodations must respect that student's right to privacy. This means such discussions must not be held in the hearing of other students.

Institutional Standards

The University is not required to change the fundamental nature of programs to meet the needs of persons with disabilities. Students with disabilities must meet the institution's academic standards, and the stipulated accommodations are designed to help students meet such standards. While reasonable accommodations may include alterations in classroom pedagogy that do not impact the fundamental nature of an academic program, faculty are not required to alter academic standards.

Examinations

A student presenting a proctor form is registered with the Center on Disabilities, and the documented disability has been verified. The specific accommodation(s) the student is eligible to receive are listed in Section 2 of this document. While CoD prefers that you allow the student to take the exam in their proctoring area, you may choose to proctor the exam yourself. **As long as you are providing the listed accommodations, the decision to proctor the exam yourself or send the student to the CoD is yours to make.** CoD administers tests in accordance with the directions contained on this form. Once the form is signed, it becomes an agreement between you and the listed student. You may choose to give additional accommodations. Any testing guidelines you give to all students must also be given to students taking proctored exams. For example, if you allow students to use a calculator in class, a student taking a proctored exam in the CoD testing area must also be allowed to use a calculator.

** For further information, call Jodi Johnson, Associate Director at 2684.*

Section 651 of the Administrative Manual: Endowments
(Approved February 22, 2007)

651.1 Preamble.

This University recognizes that endowments play an important role in achieving our educational goals as expressed in the University's Mission Statement. In this statement of purpose, teaching, research, and public service are recognized as the University's three major responsibilities. Endowments are expected to advance these three activities by providing our students and faculty with opportunities for dialogue with outstanding teachers who are recognized scholars and who will offer classes and conduct research that enhance learning.

Named gift endowments from private sources . . .

651.2 Policy Guidelines for Establishment of Endowed Chairs and Endowed Professorships

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Named gift endowments from private sources . . .

651.2 Policy Guidelines for Establishment of Endowed Chairs and Endowed Professorships

1. Departments and colleges establish goals for Endowed Chairs and/or Endowed Professorships through the University planning process. As part of the University's fundraising efforts, the President, the Office of University Advancement, the Deans, the development officers in the college, and faculty may seek external funds in support of the established goals. Funds in support of an Endowed Chair and/or Endowed Professorship for a department and/or college should be accepted only if they are in support of established goals.

The President shall consult with the affected department(s) and/or college(s). No department, program, or college shall be required to accept a faculty endowment.

2. In every case, any ensuing programmatic or curricular changes shall be subject to the regular processes of faculty review and approval. The search, screen and appointment process for Endowed Chairs or Endowed Professorships shall occur through the process outlined in Section 652.3.
3. Nominations for either Endowed Chairs or Professorships shall originate in the Department by the normal University procedures for selection and appointment of faculty under Section 600.
 - a. Clearly outstanding persons . . .
 - b. Highest consideration . . .
 - c. Upon appointment . . .
 - d. The term of appointment . . .
 - e. Holders of Endowed Chairs . . .
 - f. Endowed Chairs . . .