COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

MC CAMC
COLLEGE

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 underlining 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: May 11, 2009

3. Department or College initiating proposed changes: Mike Curb College of Arts, Media, and Communication

4. 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").

   The College needed to update its personnel procedures.
   Additional changes to the original document were suggested by PPR and are included in this revised document.

5. The proposed changes have been approved by the faculty of the College ☑ or Department ☐. (check one)

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

(for PP&R use only)

Approval Date: S'09

Effective Date (see attached): F'09

Date of Next Review: F'13

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I. POLICIES AND PROCEDURES FOR PERSONNEL DECISIONS: GENERAL

1.1 In this Personnel Procedures section, personnel decisions shall be defined as decisions regarding retention, tenure, and promotion. The document also addresses policies and procedures for post-tenure review, review of sabbatical applications, review of department chair evaluation policies and procedures, and review of department personnel policies.

1.2 Nothing stated herein supersedes policies outlined in the Faculty Collective Bargaining Agreement between the Board of Trustees of the CSU and the CFA in effect, or the current CSU Northridge Administrative Manual.

1.3 Each department in the College shall have its own personnel committee.

1.3.1 Each department personnel committee shall be composed of at least three tenured faculty members.

1.3.2 The department shall nominate and elect department personnel committee members following established department election procedures.

1.4 Composition of College Personnel Committee

1.4.1 The College Personnel Committee (CPC) shall be composed of seven tenured faculty members of senior rank.
1.4.2 No member of the College faculty who has any of the following line administrative responsibilities in the College shall be eligible to serve on the College Personnel Committee: the Dean of the College, Associate Dean or Department Chairs.

1.5 Term of Membership on the College Personnel Committee

1.5.1 Committee members shall be elected by the full-time, tenured and probationary faculty of the College for a two year term.

1.6 Election of the College Personnel Committee

1.6.1 Three members, representing the departments of Journalism, Music and Theatre will be elected in odd-numbered years. Three members, representing the departments of Art, Cinema and Television Arts, and Communication Studies, will be elected in even-numbered years. The seventh chosen at-large will be elected in even-numbered years.

1.6.2 During the Spring semester of each academic year, the three departments electing members may nominate to the Dean at least one eligible faculty member for a college-wide ballot. The three departments not scheduled to elect a faculty member may nominate one or more eligible faculty in the year the at-large position is elected.

1.6.3 The Dean will distribute to all faculty eligible to vote a ballot for the next academic year’s CPC. The names of those eligible to serve on the CPC will be positioned on a ballot in alphabetical order. The ballot, using direct voting, will be mailed within the College with return envelopes which ensure that the vote can be authenticated and the voter’s name kept anonymous.

1.6.4 An alternative member shall be elected at the time of the department election, to serve in the eventuality of illness, leave.

1.7 Organizational Duties of the College Personnel Committee

1.7.1 The College Personnel Committee will elect its own Chair and establish its own calendar, consistent with the University personnel calendar.

1.8 Confidentiality of the Personnel Evaluation Process

1.8.1 Confidentiality is critical to the honest and effective conduct of all personnel deliberations. Confidentiality is necessary to create trust among participants in the personnel process. All participants have a duty to maintain the confidentiality of candidate files, which requires ensuring that information is accessible only to those authorized to have access to that information. All participants are obligated to respect the confidentiality of the deliberation process. The frank and free
discussion of candidates cannot occur when participants fear that opinions will be made public.

II. PROCEDURES AND POLICIES FOR RETENTION, PROMOTION AND TENURE

2.1 The College Personnel Committee will evaluate the retention, tenure, and promotion recommendations of Department Committees and Department Chairs, to ensure that equitable standards are applied in all departments.

2.2 Evaluation Process

2.2.1 All College Personnel Committee deliberations relating to a faculty member’s performance shall be based solely on the procedures and applicable criteria set forth in the Department’s procedures, the College Personnel Handbook, and the Administrative Manual — Section 600.

2.2.2 All College Personnel Committee deliberations shall also be based solely on documentation contained in the Personnel Action File and the Professional Information File. In all personnel matters, College Personnel Committee members must read the candidate’s Personnel Action File and Professional Information File.

2.2.3 College Personnel Committee members shall not deliberate or vote in a retention, tenure and promotion case of a candidate who is a member of his or her immediate family, a blood relative, or a person with whom he or she has an economic, sexual, and/or romantic involvement that could reasonably be perceived as impairing objectivity.

2.2.4 The College Personnel Committee will make its own recommendations on retention, tenure and promotion. All personnel recommendations will be approved by a majority of the College Personnel Committee. Any member of the committee may request that voting be conducted by secret ballot.

2.2.5 Prior to submitting its final recommendations on retention, tenure and promotion, the College Personnel Committee will consult with the Chairs of the Department Personnel Committees and Department Chairs concerning judgments which are at variance with any at the department level.

2.2.6 The College Personnel Committee will transmit in writing to each candidate an evaluation of the candidate with reasons based on an analysis of the evidence presented. The written evaluation will include a description of the candidate’s performance which relates specifically to each of the criteria cited in Section 600. The written evaluation also shall include a specific recommendation on retention, tenure and promotion.
2.2.7 The College Personnel Committee will transmit in writing to the Dean of the College the results of final balloting pertaining to retention, tenure and promotion.

2.3 Criteria to be used by the College and Department Personnel Committees

2.3.1 Professional Preparation

Possession of a doctorate, other appropriate terminal degree or department equivalent is the normal minimal requirement for promotion to the rank of Associate Professor or Professor. If a Memorandum of Understanding (MOU) concerning terminal degree equivalence was negotiated at the time of appointment, this document clearly defines terminal degree equivalence.

2.3.2 Effectiveness of Teaching and Direct Instructional Contributions

One of the essential qualifications for retention, tenure, and promotion is excellence in instructional contributions. Effective instructional contribution requires both commitment to students and the process of learning. Effectiveness in instructional contributions is determined by mastery of the subject, skill in organizing and presenting material with engagement, intellectual integrity, critical thinking, and integration of professional growth, as well as the measurement or assessment of student understanding and growth. Demonstrable knowledge of and sensitivity to diverse student populations, including the ability to work across differences, is a key component to teaching excellence at this University. Instructional contributions shall be evaluated by various methods (such as peer reviews and student evaluations of instruction) applied in appropriate teaching situations (e.g., class teaching, public lectures, seminars, studio or laboratory teaching situations, and on-line instruction). Effectiveness of instructional contributions is also measured by awards, honors and distinctions received for excellence in teaching, development of instructionally related materials, involvement of students in research, scholarship, or creative activities, curriculum development and student recruitment, advisement and retention.

The following items may provide evidence of instructional contributions:

A. Student evaluations of instructional performance (numerical evaluations and written comments derived from the course evaluation process).
B. Peer evaluation of class performance (by class visits) and appropriateness of course materials, including currency in the field.
C. Signed student letters.
D. Advisement, counseling and availability of instructor to students.
E. Development of new courses, or innovative curricular techniques.
F. Awards, honors or distinctions received for teaching excellence.
G. Thesis committee, comprehensive exam and special study assignments.
H. Continuing training and professional experience that enhances teaching effectiveness.
I. Significant student awards or achievements.

2.3.3 Contributions to the Field of Study

Continuous growth in scholarship, research and/or creative activity in the field of study is essential to the teaching effectiveness of all faculty members, to their own professional stature, and to the reputation of the University.

In considering candidates for retention, promotion, and tenure, the criteria for professional growth vary since the departments range from traditional publication-oriented disciplines to more performance-oriented disciplines. Because of this diversity, the set of professional growth activities normally encompasses the following areas:

A. Articles published or accepted for publication in refereed academic and professional journals, both print and electronic. Exhibited or performed creative works that are refereed, juried, or by invitation. Examples of such works are gallery exhibitions, theatrical performances, concert performances, works of visual art, design for exhibition or performance, works of choreography, films and digital imaging, compositions, orchestrations, libretti, scores, scripts, novels and plays related to their field.
B. Scholarly books, textbooks, documentaries or monographs published or publicly presented.
C. Book chapters.
D. Presentations, papers, seminars and colloquia at professional conventions or conferences at the international, national, state, or regional level.
E. Awarded grants or fellowships.
F. Articles, essays, critical reviews, recordings, photographs, new media and other texts published or accepted in the popular press, alternative media (including online platforms), as well as exhibited or performed creative works as recognized as equivalent contribution to the field of study by the department.
G. Professional journal editorships, review of journal manuscripts or textbooks appropriate to the discipline involved.
H. Service to professional discipline-associated organizations.
I. Curricula organized or written for schools or agencies.
J. Service as juror or curator for art exhibits, film festivals, journalism competitions, theatre and music performances.

2.3.3.1 Contributions to the field must be achieved after initial appointment and employment at the University. Additional contributions are also expected for every subsequent promotion.

2.3.3.2 Departments may establish procedures for determining equivalencies to any of the above forms of contribution to the field of study.
2.3.4 Contributions to the University and Community

Every faculty member is responsible for participating in activities that apply their professional expertise to the benefit of the University and community. Faculty service on Department, College, and University committees along with performance of other administrative duties is essential to the effective functioning and governance of the University. When candidates consistently distinguish themselves performing duties that significantly benefit the University and this outstanding service to the University is documented as determined by the College Personnel Committee, it may have greater than the usual bearing on retention, promotion and/or tenure decisions.

The range of service to the University and community may include the following:

A. Membership on departmental committees.
B. Department assignments (for example, advising, direction of internships, direction of graduate teaching assistants, coordination of undergraduate or graduate program).
C. Contribution to the recognition of the department within the academic community and among professionals in the field.
D. Membership on College committees.
E. Membership on University committees and boards.
F. Contributions to the cultural and artistic environment of the University.
G. Consultation with other segments of the University.
H. Participation in interdisciplinary programs.
I. Participation in the continued development of the University (for example, recruitment of students).
J. Advisement of student organizations.
K. Consultation, leadership and service for communities and community organizations at the local, national or international.
L. Speeches/workshops for the community.
M. Fund raising for the University or community.

2.3.5 Professional Responsibilities

For promotion the faculty member must be considered a valued member of their department based on the professional responsibilities outlined in Section 600.

2.4 Consideration of Early Promotion and Tenure

Candidates requesting early promotion and/or tenure should provide evidence of accomplishments that they have fulfilled, in a period of time shorter than the required for normal promotion consideration, all of the criteria for advancement to the next rank.
III. POLICIES AND PROCEDURES FOR POST-TENURE REVIEW OF FACULTY

3.1 For the purpose of maintaining and improving a tenured faculty member’s effectiveness, both tenured Associate Professors and Professors 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 2-3 Professors from the department. In cases where the department does not have three people eligible to serve, the committee can consist two tenured faculty at the rank of Professor or equivalent.

3.2 The tenured faculty member shall submit an updated vitae and any other materials to the Peer Review Committee for review. For those with teaching responsibilities, consideration shall also include student evaluations of teaching performance and peer class visits. An unwarranted failure of a faculty member to submit materials for review shall be considered unprofessional conduct.

3.3 The Peer Review Committee will review the materials provided by the tenured faculty member and prepare a brief written report of the employee’s evaluation. A copy of said report shall be provided simultaneously to the tenured faculty member and the College Dean. The Chair of the Peer Review Committee and the College Dean or designee shall meet with the tenured faculty member to discuss his/her strengths and weaknesses and offer any suggestions, if any, for improvement. Department Chairs may also be invited to the meeting as a courtesy, but their attendance is not required.

3.4 A copy of the Peer Review Committee's report and the College Dean's summary report shall be placed in the tenured faculty member’s Personnel Action File.

IV. POLICIES AND PROCEDURES FOR REVIEW OF DEPARTMENT CHAIRS

4.1 The leadership and management of academic departments play a vital role in the advancement of student learning and the professional growth of the faculty.

4.2 The term of office for Department Chairs shall normally be three years. Chairs will normally be subject to a performance review by the College Dean in the third year of their appointment.

4.3 The methods of review are at the discretion of the College Dean. The methods and any proposed changes to the methods must be approved by the College Personnel Committee and the Provost and Vice President for Academic Affairs, but must include the opportunity for full-time faculty to have conferences with the Dean.

4.3.1 Review of Department Chairs will be based on the following criteria:

A. Effectiveness in commanding respect as an academic leader and scholar.
B. Effectiveness in achieving the goals and missions of the Department, College and University.
C. Effectiveness in creating an environment conducive to excellence in teaching and scholarship.
D. Effectiveness in implementing the diversity goals of the University.
E. Additional approved criteria deemed appropriate.

4.4 The College Dean shall apprise the Department faculty of the results of the review process.

V. REVIEW OF DEPARTMENT PERSONNEL POLICIES

5.1 Each department is responsible for creating and updating a written document of its policies, procedures, and criteria regarding matters of retention, tenure and promotion.

5.2 Department personnel documents must be reviewed by the College Personnel Committee at an interval of no less than every five years. Departments will provide the College Personnel Committee with a written copy of any changes at the time new policies, procedures or criteria have been adopted by department faculty.

5.3 The College Personnel Committee will review Department personnel documents to assure that they are consistent with the University Manual and the College Personnel Handbook. The College Personnel Committee will also consider whether the document provides clear and complete guidance to candidates in the retention, tenure, and promotion process. The College Personnel Committee will provide a written copy of its review to the Department. All Department and College procedures must also be approved by the Personnel Planning and Review Committee.

VI. REVIEW OF SABBATICAL APPLICATIONS

6.1 The College Personnel Committee will review all sabbatical applications submitted by the College faculty.

6.2 The College Personnel Committee will evaluate applications only on the basis of the criteria specified in Section 600. Applications will be placed into four categories – (1) outstanding; (2) meritorious; (3) outstanding or meritorious but granting of leave is inadvisable; or (4) cannot be funded at this time.

6.3 The College Personnel Committee will provide to the sabbatical candidate a written explanation of the reasons for placing the application into the designated category.

VII. RATIFICATION AND AMENDMENT OF THE COLLEGE PERSONNEL HANDBOOK
7.1 Ratification of the College Personnel Handbook will be by a vote of the probationary and tenured faculty in the College. A majority of those voting is sufficient to ratify this Handbook.

7.2 Amendments to the College Personnel Handbook may be initiated either by a majority vote of the College Personnel Committee or a petition signed by twenty percent (20%) of the probationary and tenured faculty in the College. Amendments will be submitted to a vote of the probationary and tenured faculty in the College. A majority of those voting is sufficient to amend this Handbook.