COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

COBAE
COLLEGE

Business Law
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

BACKGROUND INFORMATION:

1. Are proposed changes those of College ☐ or Department ☒ procedures? (check one) MSW
2. Date that current proposed changes were sent forward Nov. ~~8~~ 12, 2013
3. Department or College initiating proposed changes Business Law
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").

   Proposed changes resulted from periodic review as provided in section 612.5.2.f.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

[signature] — 11/13/13
Chair, Department Personnel Committee — Date

[signature] — 11/~~8~~ 12/13 MSW
Department Chair — Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[signature] — 12/14/13
Chair, College Personnel Committee — Date

[signature] — 12/16/13
College Dean — Date

[signature] — 8/26/14
Chair, Personnel Planning and Review Committee — Date

(for PP&R use only)

S'14	F'14	F'18
Approval Date	Effective Date (see attached)	Date of Next Review

n:forms:personnel procedures cover

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ATTACHMENT

NOTE: *This attachment is to provide an explanation for any* ***effective date*** *on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.*

Pursuant to section 612.5.2.g, the following provisions will not become effective until three years after approval at the University level:

1. Addition of "and answer problems," section I.A.4.i.

2. Deletion of publication equivalency (section II of procedures approved by PP+R 2008).

DEPARTMENT OF BUSINESS LAW
PERSONNEL PROCEDURES FOR TENURE TRACK FACULTY

I. Procedures for Evaluating Teaching Effectiveness

A. Class Visits

1. Class visits shall be made for all faculty of the Department who are under consideration for retention, tenure, and/or promotion.

2. Visits shall be made by the Department Chair and at least one member of the Department Personnel Committee or their designees. Designees shall be senior, tenured faculty within the Department. A candidate shall have the right to be visited by more than one member of the Department Personnel Committee if the candidate so desires. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

3. The Chair of the Department Personnel Committee shall give written notice to each candidate for retention, tenure and/or promotion of the names of the members of the Committee who have been designated to visit that candidate's classes, and shall also request in writing that each candidate arrange a mutually agreeable date and time for each class visit.

4. During the class visit, the following shall be considered:

a. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;

b. Awareness of current trends and developments in the law;

c. Awareness of theoretical and philosophical implications of material covered in class;

d. Ability to communicate effectively;

e. Enthusiasm for teaching;

f. Sensitivity to individual student needs, including receptivity to questions;

g. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;

h. Whether the instructor places significant demands on the students using the Socratic and other teaching methods that require students

to: utilize critical thinking and analytical skills; and demonstrate their ability to identify legal issues, their knowledge of legal rules, and how those rules are applied.

i. Whether the instructor requires students to brief cases and answer problems in writing.

5. Each faculty member making a class visit must, within fourteen calendar days of that visit, place a written report of the visit in the candidate's campus mailbox.–The candidate is permitted ten days to request a meeting and/or submit a written response before a copy of the peer class visit is placed in the candidate's Personnel Action File.
At the conclusion of ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and sent to the Department Chair, and to the Chair of the Department Personnel Committee.

6. There shall be an opportunity after the class visit for consultation between the candidate and the faculty member visiting the class at the request of either party.

B. Student Evaluations of Teaching Effectiveness

In compliance with Section 600 of the Administrative Manual and the Faculty Handbook of the College of Business & Economics written student questionnaire evaluations are required of all teaching faculty. The Department Chair shall notify all teaching faculty of the date(s) by which such evaluations will be conducted. It is the responsibility of each faculty member to ensure that such evaluations are administered.

The following student evaluations shall be considered in evaluating a candidate's teaching effectiveness:

1. Student evaluation questionnaire summaries and free-form student comments contained in the candidate's Personnel Action File will be reviewed.

2. Student Consultation with the Department Chair and/or the Department Personnel Committee.

a. Students are encouraged to express their opinions regarding the teaching performance of all faculty members of the Department and in particular their opinions regarding the teaching performance of all candidates for retention, tenure, and/or promotion. Students are invited to do so through an invitation posted on the Department bulletin board and distributed to all Business Law faculty to be

read in all classes offered by the Department early enough in the academic year for use during the annual personnel cycle.

No such student opinions shall be considered in the review process unless submitted in a signed, written statement from a CSUN student and placed in the candidate's Personnel Action File.

b. The invitation shall read:

"It is the policy of the Department of Business Law to solicit student opinions regarding the teaching performance of all faculty members of the Department. The following faculty member(s) is (are) being reviewed at this time.

(list name(s) of faculty being reviewed)

You are encouraged to express your views, whether positive or negative, on all faculty members of the Department and in particular the above named faculty, by contacting the Chair of the Department Personnel Committee (name, office number and telephone number).

Your name shall not be revealed to the faculty member being reviewed without your statement being written and signed by you."

c. The Department Personnel Committee shall meet with each candidate for retention, tenure, and/or promotion to discuss the comments which students have made concerning the teaching performance of the candidate. Confidentiality of the source shall be maintained in accordance with section 600 of the Administrative Manual.

C. Additional Factors Regarding Teaching Effectiveness:

1. The following factors will be considered when evaluating an instructor's teaching effectiveness:

a. Grade distribution patterns, for comparable courses, as distributed by the Department;

b. The instructor's examinations;

c. Inclusion of a pedagogically significant writing component (e.g., essay questions on exams, papers, and other written assignments that require the instructor to evaluate the students' writing and analysis) in all Business Law courses taught by the instructor.

II. Contributions to the University, Community and Profession

A. To evaluate contributions to the University and community service, the members of the Department Personnel Committee shall review the candidate's Professional Information File and consult with tenured members of the Department and with the candidate. Contributions to the University are evident through active participation at departmental and committee meetings, college and university-wide committees and governance, and evidence of commitment to students such as sponsoring clubs, advising, supervising graduate research, and supporting service learning opportunities. Contributions to the community are evident through activities such as community lectures with community-based organizations. Professional work that integrates community service with research and teaching, especially with students, should be described fully, emphasizing the benefits that each constituency gains from participation.

B. To evaluate professional, the members of the Department Personnel Committee shall review the candidate's Professional Information File and consult with the tenured members of the Department and with the candidate. It is expected that faculty play a significant role in professional activities. Such activity is expected to surpass that of simply belonging to relevant organizations and attending conferences. As faculty members progress through their careers, it is expected that they play an increasingly ~~a~~ significant role including but not limited to professional committees, assuming leadership positions, serving as a program planner, conducting seminars and workshops, and serving as a professional consultant, on editorial boards, and/or a reviewer of scholarly/professional materials.

III. Submission of Completed Professional Information File and Department Personnel Calendar

A. No later than 14 calendar days after the first day of instruction of the academic year, the Department Chair shall provide a copy of the current Department Personnel Procedures to all faculty

B. Second year probationary faculty shall submit the completed Professional Information File to the Chair of the Department on or before the Monday of the eighth week of instruction of the Fall semester.

C. Third year through sixth year probationary faculty and tenured faculty under consideration for promotion shall submit the completed Professional Information File to the Chair of the Department on or before the fifteenth of January. Should the fifteenth of January fall on a day when the campus is closed, then the completed Professional Information File shall be submitted on the first business day following the fifteenth of January.

D. No later than 14 calendar days after the first day of instruction of the academic year, the Department Chair shall provide a copy of the current Department Personnel Procedures to all faculty.

IV. Addition of Materials to Professional Information File after Submission

A. Following its submission, a candidate may add material to the Professional Information File at any time up to the completion of the deliberations at the Department level.

B. The candidate shall furnish to the Department Chair and the Department Personnel Committee written notice of any additions made by the candidate to the Professional Information File.