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)

2. Date that current proposed changes were sent forward 5/6/08

3. Department or College initiating proposed changes Child and Adolescent Development

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").

   Changes are in response to suggestions from PP&R following its review

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. 5/6/08
Chair, Department Personnel Committee
Date

Signature on file.
Department Chair
Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee
Date
Signature on file. 5/28/08
College Dean
Date
Signature on file.
Chair, Personnel Planning and Review Committee
Date

(for PP&R use only)

Approval Date 8/6/08
Effective Date (see attached) F'08
Date of Next Review F'12

n/forms/personnel procedures cover
I. Required Statement of Procedures

A. Procedures for Classroom Visits

1. Each probationary faculty member and faculty under consideration for retention, promotion and tenure, shall be visited in their classroom twice each academic year, once by the Department Chair and once by a member of the Personnel Committee or designees per Section 600 of the Administrative Manual.

2. A member of the Personnel Committee and the Department Chair, in separate consultation with the candidates, will determine mutually agreeable dates for their classroom visits.

3. Candidates may request an additional visit(s) by the Personnel Committee or another tenured faculty member in the Department.

4. A member of the Personnel Committee and Department Chair will provide a written report using the standard Department Classroom Observation Form. The Classroom Observation Form is available upon request from the Department Chair or the Chair of the Department Personnel Committee.

5. Distribution of the classroom observation reports is as follows: The Department Chair will be responsible for distributing the original reports to the candidate so that they may be included in his/her Professional Information File, with file copies to the Department Chair, the Chair of the Department Personnel Committee and to the Dean of the College of Health and Human Development for inclusion into the candidate's Personnel Action File.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

1. According to the College of Health and Human Development Academic Calendar, the student evaluation of instruction instrument
adopted by the Department is to be administered to the classes of all faculty members during the Fall. All probationary faculty and those tenured faculty who elect to be evaluated shall be evaluated in the Spring semester.

2. Student evaluation of instruction summaries for all semesters are to be placed in each candidate’s Personnel Action File and reviewed by members of the Personnel Committee, in addition to other sources of information pertaining to the candidate’s teaching effectiveness.

3. As soon as available, the Department Chair shall supply to all full time faculty members a copy, routinely provided by the University, of the median and mean scores along with the standard deviation for the sum of all Child and Adolescent Development faculty student evaluation of instruction scores. These numbers will be used for comparison purposes for all faculty involved in the Retention, Tenure and Promotion process, as well as providing all full-time faculty with a means of additionally evaluating their own scores.

C. Procedures for providing students the opportunity for consultation.

1. Notices will be posted on all Department bulletin boards, the Department’s Web page, in classrooms and by other appropriate methods of communication, advising students of the day, the hour and the location that they may consult with the Department Chair and the Personnel Committee about faculty members being considered in the retention, tenure and promotion process.

2. Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Personnel Committee.

3. Written statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

4. Faculty have the right to review and respond to negative statements as per Section 600 of the Administrative Manual.

II. Optional Procedure Permitted by Section 600

A. Other sources of teaching effectiveness

Normally, course outlines/exams/reading lists are part of the candidate’s professional information file. If such material is not in the file, the Personnel Committee may request it.
B. Acceptable Terminal Degree

The Department requires a Doctorate from a regionally accredited university as the terminal degree. The Doctorate may be in child development, developmental psychology, educational psychology or a closely related discipline as agreed upon by the Department tenure-track faculty to meet Department and curricular needs at the time of appointment. Candidates for retention may be completing a doctoral degree. ABD candidates will not be considered for tenure or promotion.

C. Publication Requirements

The following criteria clarify the definition of publication and shall be acceptable evidence of publication.

1. An article published in a refereed professional or other scholarly journal, or a letter of acceptance from a journal with a draft of the submitted article.

2. A book or monograph published by a professional association or a recognized publisher of scholarly works.

D. Equivalencies to Publication

Subsection 1 below provides "examples" of what can be evaluated as "equivalency to a scholarly publication". Subsection 2 below provides a set of guidelines for determining "equivalency."

1. Examples of equivalency to scholarly publications:

   a. Author of national association position statement or paper when officially accepted and published by a national professional organization.
   b. Significant contributor to published anthologies, professional study reports, and ERIC files that have undergone a peer review process.
   c. Author of a media presentation accepted for education/commercial use (e.g., videotapes, CDs).
   d. Instruction manual designed to complement a text when the manual is accepted for publication and subjected to external peer review.
   e. Children's literature or manuals, handbooks, or guides with a target audience of caregivers, parents, or professionals.
2. For purposes of determining "Equivalency to Publication," external peer review shall be consistent with the following guidelines:

   a. The term "peer" refers to individuals outside of the CSUN Department of Child and Adolescent Development who have competence in the subject area of the material to be reviewed.

   b. Normally the "peers" would be from academic backgrounds consistent with the subject matter.

   c. The peer review will be conducted by three peers, one selected by the faculty member, one selected by the department Chair, and one selected by the Personnel Committee.

E. Other Considerations

1. Reviews of books, monographs, or professional/scholarly journal articles, or editorship of professional proceedings of conferences are not considered publications or equivalencies to publication. These activities should be listed under professional contributions.

2. As an interdisciplinary field, collaboration is common and valued in all areas of scholarship, service, and teaching.

3. Publications should relate to the author's field of professional expertise and competence.

4. There should be a pattern of scholarly productivity evidenced by publications or equivalencies for advancement in rank.

5. Revision of previously published materials may be counted as a publication providing the Department Personnel Committee has established that substantial new material has been included.

F. Additional promotion criteria

1. Clarification of the term "Community Service"

   Community Service involves contribution of unpaid or underpaid "services" to community agencies and organizations which draw
upon the academic expertise and professional competence of the candidate.

2. Clarification of the term “Effective Participation”

“Effective participation” should be documented by the candidate to reflect elements such as the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the mission of the University.

III. Miscellaneous Policies and Procedures

A. Each candidate for retention, tenure, and promotion shall be reviewed in accordance with the Provisions in Section 600 of the Administrative Manual.

B. The Personnel Committee shall consist of three tenured professors of senior rank nominated and elected by all Department tenure track faculty members.

C. The focus of the Personnel Committee will be one of mentoring by senior faculty followed by a peer review evaluation focus. This mentoring will include but not be limited to the development of the faculty’s PIF (Professional Information File), classroom visitation review, selection of pertinent materials for review and general information about the process of peer review. The mentoring will continue through the personal interview where elaboration about submitted materials for clarification and presentation occurs. Following the personal interviews the Committee will begin the peer review process as required in Section 600 of the Administrative Manual.

D. Each year the Personnel Committee will submit these policies to the faculty for continued evaluation and approval. Any changes must be approved by the Personnel Planning and Review Committee per Section 600.
COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

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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").

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file.

Chair, Department Personnel Committee ___________________________ Date 8/20/2009

Signature on file.

Department Chair ___________________________ Date Aug. 20, 2009

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.

Chair, College Personnel Committee ___________________________ Date 2/24/10

Signature on file.

Dean ___________________________ Date 6-2-10

Signature on file.

Chair, Personnel Planning and Review Committee ___________________________ Date

(for PP&R use only)

5/10 Approval Date          6/13 Effective Date (see attached)        2014-2015 Date of Next Review

n:forms personnel procedures cover
Department of Child and Adolescent Development
TEMPORARY FACULTY PERSONNEL POLICIES & PROCEDURES

I. Lecturer duties

The normal instructional load is considered to be the assigned weighted teaching units of instruction and between one and three scheduled office hours. The exact number of office hours is based upon the total number of units taught during a semester. Normally, the lecturer must schedule one office hour for every three units taught (with a maximum of three hours). Lecturers may be appointed for a maximum of 15 weighted teaching units based on the availability of funds and student enrollments. In appropriate circumstances and with approval from the Chair, a lecturer may be assigned teaching units for non-teaching responsibilities such as advisement or other instructionally-related activities. Lecturer duties are consistent with Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

Each lecturer shall establish and maintain a Professional Information File (PIF) organized into three sections: (a) Professional Preparation (i.e., degrees, and all teaching experience showing rank, institution and dates of service), (b) Teaching Effectiveness and Direct Instructional Contributions (i.e., course syllabi, sample assignments, lesson plans), and (c) Evidence of Currency in the Field (e.g., certificates of professional development/continuing education, participation at professional conferences in the field of child development). The PIF shall contain material the lecturer believes will support any request for subsequent appointment. Supporting materials may include evidence of effective teaching, peer evaluation(s) of teaching, comments by colleagues or students, etc. Student evaluations of faculty teaching (both quantitative & student comments) and formal observation reports are not required to be included in the PIF since the Department Chair will file these in the lecturer’s Personnel Action File (PAF). The PAF is property of the University and shall be kept in the Department Chair’s office in a locked file cabinet. The Department Chair or designee will return the PIF to faculty after completion of the review.

II. Criteria for appointment and evaluation

A. Appointment

During the spring preceding the start of the following academic year, the Child and Adolescent Development Department will advertise any anticipated openings. The department will establish a deadline for accepting new applications and reappointment requests for current lecturers. In addition, the department will provide a timeline to submit the PIF for current lecturers. After the deadline, the department will establish a pool of qualified applicants as described in Section 700. When possible, the Department Chair shall notify, in writing, prospective lecturers of their teaching appointments at least 60 days prior to the start of subsequent semesters.
B. Department Level Personnel Committee Composition and Responsibilities

The Department of Child and Adolescent Development shall elect a Personnel Committee. A personnel committee normally consists of three, five, or seven tenured faculty members of senior rank. The Department Chair is not eligible for membership. The Committee shall provide peer reviews and recommendations on matters of reappointment and range elevations. The Committee shall establish a timely date for submission of Professional Information Files, and inform all Lecturers of the file submission date.

C. Evaluation Procedures for Reappointment and Range Elevations

The Personnel Committee and the Department Chair separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate’s performance which relates specifically to each of the criteria for making judgments on reappointment and range elevation. The written evaluation also shall include a specific recommendation on reappointment and/or range elevation. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. In the event that the Personnel Committee and Department Chair submit conflicting recommendations, all materials will be forwarded to the Dean of the College of Health & Human Development for a final decision.

A copy of the written evaluation and recommendation shall be placed in the faculty member’s campus mailbox and otherwise made available upon request ten (10) calendar days before it is placed in the Personnel Action File. The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days. Following this meeting, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. The faculty member may also submit a rebuttal statement or response in writing. A copy of the response or rebuttal statement shall be placed in the Personnel Action File.

Candidates for range elevation (but not for reappointment) may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.
D. Criteria for Making Judgments

1. Professional Preparation
A Master's degree is the minimum degree requirement to serve as a lecturer in the Department of Child and Adolescent Development. Candidates must possess a Master's degree (Ph.D. is preferred) in child and adolescent development, developmental psychology, clinical psychology, educational psychology, early childhood education, human development/human ecology, social work or a closely related field (advanced doctoral students in these fields may be considered) as agreed upon by the Department tenure-track faculty to meet Department and curricular needs at the time of appointment.

2. Teaching Effectiveness and Direct Instructional Contributions
Teaching effectiveness refers to the instructor's success in providing learning experiences which effectively facilitate students' achieving the Department's student learning outcomes and educational objectives of classroom instruction. Instructional contributions are made primarily through effective teaching. Teaching effectiveness is an essential criterion for reappointment and range elevation.

3. Currency in the Field
Currency in the field refers to achievements in the instructor's continued professional development including pedagogical methods of university-level instruction and content-based knowledge in the field of child and adolescent development which effectively facilitate students' achieving the Department's student learning outcomes and educational objectives. Currency in the field is an essential criterion for reappointment and range elevation. Attendance at professional meetings including the Society for Research in Child Development, Society for Research on Adolescence, National Association for the Education of Young Children, American Psychological Association, Association for Psychological Science, and/or the American Educational Research Association is expected to facilitate currency in the field of study.

E. Evaluation of Teaching Performance
The candidate must demonstrate to the satisfaction of the Chair or Department Personnel Committee, (1) abilities as an effective university instructor, (2) abilities to support the Department's student learning outcomes, and (3) continued development of qualifications for teaching courses. The performance of the lecturer must be acceptable in all of these areas for reappointment to be recommended. Teaching effectiveness of a lecturer will be assessed as follows:
1. Teaching Materials
In order to be recommended for reappointment and/or a range elevation lecturers will provide, in their Professional Information File, examples of examinations/quizzes, syllabi, lesson plans, and other classroom materials demonstrating (a) abilities as an effective university-level instructor, (b) abilities to support the Department’s student learning objectives, (c) abilities to support course learning objectives, and (d) continued development of professional qualifications for teaching university-level courses (e.g., participation in the Society for Research in Child Development or Association for Psychological Science Teaching Institutes, participation in CIELO workshops, participation in national professional association activities promoting effective university-level teaching, attending colloquia and symposia on topics that enhance content knowledge in the field).

2. Class Visits

(a) Lecturers with the exception of lecturers holding 3-year entitlements shall be visited in each separate course (excluding multiple sections of the same course) being taught each academic year by both the Department Chair or designee and by a member of the Department Personnel Committee or designee (e.g., a lecturer teaching both CADV 150 and CADV 350 will have visits by both the Department Chair and member of the Personnel Committee in each of these two courses). Lecturers holding 3-year entitlements shall be visited in each separate course (excluding multiple sections of the same course) being taught each academic year by the Department Chair or designee (e.g., a lecturer with a 3-year entitlement who is teaching CADV 150, CADV 460, and CADV 470 will be visited by the Department Chair or designee in each of these three courses).

(b) A member of the Department Personnel Committee and/or the Department Chair, in separate consultation with the lecturer, will determine mutually agreeable dates for their class visits. The lecturer shall be provided notice of at least five (5) days that a class visit is to take place.

(c) Lecturers may request an additional visit(s) by a member of the Personnel Committee or another tenured faculty member of senior rank in the Department.

(d) A member of the Department Personnel Committee and Department Chair each will provide a written report using the standard Department Classroom Observation Form. The
Classroom Observation Form is available upon request from the Department Chair or the Chair of the Department Personnel Committee.

(e) Distribution of the classroom observation reports is as follows: The Department Chair will be responsible for distributing the original reports to the candidate, with file copies to the Department Chair, and the Chair of the Department Personnel Committee. The Department Chair is responsible for adding classroom observation reports into the candidate's Personnel Action File.

3. Procedures for Collecting, Processing, and Interpreting Written Student Evaluations of Teaching Effectiveness

(a) Each academic year, student evaluations of the lecturer's teaching effectiveness shall be administered in each course taught using the Department of Child and Adolescent Development's Student Evaluation of Faculty form. In addition, the Committee/Department Chair or their designees may consult with students directly regarding the lecturer in accordance to Section 700.

(b) Student evaluation of instruction summaries for all semesters including qualitative free-response items on the Instrument are to be placed by the Department Chair in each lecturer's Personnel Action File. These evaluations are reviewed by members of the Personnel Committee and Department Chair in order to be recommended for reappointment and/or range elevation.

(c) As soon as they are available from the University, the Department Chair shall supply to lecturers a copy of the results of student evaluation of instruction scores collapsing across all Child and Adolescent Development faculty. These numbers will be used for comparison purposes for all lecturers as well as providing all lecturers with a means of additionally evaluating their own scores.

4. Procedures for providing students the opportunity for consultation.

(a) Each year, students will be invited to consult with the Department Chair and Personnel Committee during the evaluation of lecturers in the Department. The date, time, and location will be announced through appropriate methods of communication such as postings on all Department bulletin
boards, the Department’s Web page, in classrooms and/or email.

(b) Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Personnel Committee.

(c) Written statements from students regarding lecturers shall be handled in accordance with Section 700 of the Administrative Manual.

(d) Lecturers have the right to review and respond to negative statements as per Section 700 of the Administrative Manual.

5. Other sources of teaching effectiveness
Grade distributions, reports of class visitations from faculty outside the formal review process, professional letters of recommendation, peer evaluations at other colleges/universities may also be included.

6. Sources of contributions to the field of study
Research, publication, or equivalent creative activities beyond the terminal degree are not required for reappointment. However, scholarly books, and reviews that appear in scholarly or nationally recognized journals devoted 1) to the field of child and adolescent development; and 2) to pedagogical research and/or teacher education in the field of child and adolescent development may be considered in the evaluation process.