COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

Business

COLLEGE

Finance

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 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: November 13, 2009

3. Department or College initiating proposed changes: Dept. of Finance, Real Estate & Insurance

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 switched to Digital Measures software to track faculty activities.

The Department created the Post-Tenure and Peer Review Committee which replaced other committees.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Dr. David Russell  Signature on file.  11/13/2009
Chair, Department Personnel Committee  Date

Dr. Donald Bleich  Signature on file.  11/13/2009
Department Chair  Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.  11/18/09
Chair, College Personnel Committee  Date

Signature on file.  11/22/09
College Dean  Date

Signature on file.  5-19-10
Chair, Personnel Planning and Review Committee  Date

(for PP&R use only)

Approval Date  F'10
Effective Date (see attached)  2014-2015
Date of Next Review

n.forms: personnel procedures cover
DEPARTMENT OF FINANCE, REAL ESTATE AND INSURANCE
PERSONNEL POLICIES AND PROCEDURES

I. PERSONNEL POLICIES AND PROCEDURES

Personnel policies and procedures of the Department of Finance, Real Estate and Insurance are consistent with those enunciated in Section 600 of the California State University, Northridge Administrative Manual and the Faculty Handbook of the College of Business and Economics.

II. EVALUATION AND PROCEDURES OF TEACHING EFFECTIVENESS

A. Evaluation of teaching effectiveness in the Department of Finance, Real Estate and Insurance is based upon the following:

1. Written and signed class visit reports and written and signed conclusions of tenured members of the Department with regard to the technical competence and the ability of the faculty member to communicate effectively.

2. Tabulated results of the student evaluations of teaching conducted by the Department.

3. Any additional relevant information the faculty member wishes to be considered may be included in the Professional Information File (PIF).

B. Statement of Procedures Related to Teaching Effectiveness for Retention, Tenure, and Promotion.

1. **Class visits.** Class visits are conducted by the Department Personnel Committee and the Chair of the Department or their designees. Probationary faculty shall be visited by a member of the Committee and by the Chair or their designees at least once each academic year. Visits are arranged by mutual agreement with the faculty member and the visitors. Tenured faculty shall be evaluated when necessary for promotion and/or post-tenure reviews. A report of each class visit is placed in the faculty member’s Personnel Action File. The faculty member can request that the class be visited again by a different visitor.

2. **Written Student Evaluations of Teaching Effectiveness.** The Department of Finance, Real Estate and Insurance employs a questionnaire to determine student opinion of teaching effectiveness and follows the procedures outlined in Section 600 of the Administrative Manual for the administration of written student evaluations of teaching. Each faculty member is provided with the result of the summary evaluation after the semester grades are assigned.

3. **Student Consultation with Department Personnel Committee.** Students are encouraged to express their opinions of faculty under review through an invitation which is posted for a period of at least two weeks on the Department Bulletin Board where students
can easily view it. This invitation reads:

It is the policy of the Department of Finance, Real Estate and Insurance to solicit student opinion of Department personnel under consideration for retention, , or tenure, and/or promotion. Department faculty members being considered for retention for the academic year 20_ - 20_ are Professors ______________ and ______________. You are encouraged to express your views on the above-mentioned faculty members by contacting the Department Chair and/or the Chair of the Department Personnel Committee, Professor ________________, JH__, 818-677-xxxx. Procedures from Section 600 will be followed with regard to students' oral or written comments about faculty.

III. REQUIREMENTS FOR RETENTION, TENURE, AND PROMOTION

The Association for the Advancement of Colleges and Schools of Business (AACSB), the accrediting agency for COBAE's degrees, holds an expectation of full-time faculty to be "academically qualified." In order to be recommended for promotion or tenure, a COBAE faculty member must be academically qualified (as defined in Section VIII in the COBAE Faculty Handbook) and must also meet the requirements outlined below. Academic qualification is necessary for tenure or promotion, but is not sufficient. Tenure or promotion to the next professional rank requires a record of continual intellectual contributions during the review period, including journal articles and/or books. In totality, the record must demonstrate such high quality and quantity as to indicate promise of strong future intellectual contributions to the field of study by the faculty member.

A. Consistent with the University and College standards for contributions to their field, authoring (singularly or jointly) publications in peer reviewed academic journals shall be a necessary condition of tenure and/or promotion from assistant to associate professor; similarly, publications (since the time of appointment or promotion from assistant professor) in peer reviewed academic journals shall be a necessary condition of promotion from associate to full professor. Shown below are the required contributions to the field of study necessary for promotion and tenure:

1. Promotion to Associate Professor (and/or for tenure) requires that the faculty member be Academically Qualified (as defined by the College for AACSB accreditation) and have a record of intellectual contributions, including a minimum of two refereed journal publications since the initial appointment and beyond the dissertation.

2. Promotion to Professor requires that the faculty member be Academically Qualified (as defined by the College for AACSB accreditation) and have at least two additional refereed journal publications since promotion to, or appointment as, Associate Professor, and a record of continuing intellectual
contributions, consistent with Section 600 of the Administrative Manual.

3. The Department defines publication to include scholarly books and monographs, articles in scholarly books, and articles appearing in nationally or internationally refereed journals and proceedings devoted to finance, real estate, insurance or closely related fields. The Department's criteria for scholarly publications are the same as Section 600 of the Administrative manual and Section VI of the COBAE Faculty Handbook. A publication may be in any one of the three AACSB classifications: learning and pedagogical research, contributions to practice, and discipline-based scholarship.

C. Tenure and/or promotion to the rank of Associate or Full Professor requires teaching effectiveness consistent with Section 600 of the Administrative Manual.

D. Tenure and/or promotion to the rank of Associate Professor or Full Professor requires contributions to the University and the community consistent with the requirements of Section 600 of the Administrative Manual.

E. The award of tenure requires, in addition to the requirements for promotion (if made at the same time), an expectation of continued teaching effectiveness, contributions to the field of study, and contributions to the University and the community.

IV. EXPECTATIONS OF ALL TENURE AND NON-TENURE TRACK FACULTY

A. Expectations of Tenure-Track Faculty
Consistent with the Faculty Handbook of the College of Business and Economics, all tenure track faculty of the Department of Finance, Real Estate and Insurance should maintain at least the “expected performance” in teaching, contributions to the field of study, and contributions to the University and community. Further, they are expected to improve any area in which performance does not meet expectations.

1. “Expected performance” in teaching effectiveness means that faculty members are current in their instructional field, are effective in the creation and delivery of instruction, and are accessible to students consistent with College and Department expectations. In addition, they should use feedback from Department class visits or College assessments to improve their teaching.

2. “Expected performance” in contributions to the field of study means that all faculty must show a pattern of continuing intellectual activity consistent with the College’s mission. This requires a portfolio of intellectual contributions during the preceding five-year period. Both the quantity and quality of the contributions will be considered.

Faculty members whose doctorates are less than five years old are presumed to be Academically Qualified (i.e., meeting “expected performance”) upon hiring at CSUN.
As they progress through the probationary period, their periodic evaluations include a determination whether they are “on track” toward tenure. If they are not “on track,” they may lose Academic Qualification status.

3. “Expected performance” in contributions to the University and community means a pattern of mission-related service on Department, College, and University committees or community-related activities consistent with the faculty member’s rank and assignment. Examples include active participation on Department, College and University-related committees, boards, centers, and institutes, as well as activities that contribute toward the well being of the community.

B. Expectations of Non-Tenure Track Faculty
All non-tenure track faculty of the Department of Finance, Real Estate, and Insurance should maintain at least the expected performance in teaching. While contributions to the University and community are encouraged, they are not required for non-tenure track faculty. Further, non-tenure track faculty are expected to improve any area in which performance does not meet the following expectations.

1. “Expected performance” in teaching effectiveness means that faculty members are current in their instructional field, are effective in the creation and delivery of instruction, and are accessible to students. In addition, they use feedback from class visits and student evaluations to improve their teaching. In accordance with the Administrative Manual, teaching effectiveness should be evaluated based on class visits and written student evaluations.

2. Full-time and part-time lecturers are normally expected to be either academically or professionally qualified. To be academically qualified means meeting the standards of the Faculty Handbook of the College of Business and Economics. To be professionally qualified normally means having at least a master’s degree relevant to the instructional field and professional experience that is significant in duration and level of responsibility and current at the time of appointment.
<table>
<thead>
<tr>
<th>Class Climate</th>
<th>Finance, Real Estate and Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University, Northridge</td>
<td>Finance, Real Estate and Insurance - Batch 230</td>
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</tbody>
</table>

Mark as shown: ☐ ☒ ☐ ☐ ☐ Please use pencil or blue/black pen.
Correction: ☐ ☐ ☐ ☒ ☐ Please darken square completely.

1. 230-FINANCE

1.1 The course deals with concepts and principles applicable to the world about us. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.2 The instructor raises challenging questions or problems for discussion. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.3 The instructor is available during office hours to help students outside of class. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.4 The instructor presents material in a clear and interesting manner. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.5 The instructor makes good use of examples and illustrations. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.6 The lectures are easy to understand and outline. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.7 Class discussion and questions are encouraged. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.8 The instructor has a good sense of humor. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.9 The instructor usually knows if students are having difficulty with the material. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.10 The instructor summarizes major points in lectures and discussions. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.11 Grading is fair and impartial | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.12 The examinations covered the important aspects of the lectures | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.13 The course project and or homework are a worthwhile part of the course. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.14 The class atmosphere is relaxed and conducive to learning. | Strongly Agree | ☐ | ☐ | ☐ | ☐ | Strongly Disagree |
1.15 Overall, this course is | Excellent | ☐ | ☐ | ☐ | ☐ | Poor |
1.16 Overall, this instructor is | Excellent | ☐ | ☐ | ☐ | ☐ | Poor |
1.17 COMMENTS: | | | | | | |