

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Systems & Operations Mgt.

**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 Post-Tenure Review 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 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.*

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**BACKGROUND INFORMATION:**

1. Date that current proposed changes were sent forward April 14, 2016
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").  
The attached revised procedures are based on the feedback received from PP&R. The recommended changes are all incorporated.
3. The proposed changes have been approved by the tenured and probationary faculty of the Department: ☒

**DEPARTMENT APPROVAL: (Sign & Print Name)**

A. Behnezhad, Ali Behnezhad (SOM chair) 4/14/16  
Department Chair or Chair, Department Personnel Committee Date

**COLLEGE APPROVAL: (Sign & Print Name)**

Kenneth R. Lord, Kenneth R. Lord 4/14/16  
College Dean Date

**PP&R APPROVAL:**

[Signature] 8/30/16  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

<u>S'16</u> Approval Date	<u>F'16</u> Effective Date	<u>F'20</u> Date of Next Review
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(Revised 4/12/2016)

**SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN**  
**POLICY ON EVALUATION OF TENURED FACULTY (POST TENURE REVIEW)**

**I. PURPOSE OF EVALUATION:**

To assist department faculty members in the maintenance and/or improvement of their teaching effectiveness and currency in the field.

**II. EVALUATION PROCEDURES:**

The procedures will follow the guidelines indicated in Section 600 of the CSU Northridge *Administrative Manual*.

- A. Identification of Faculty Members to be Evaluated and Frequency of Evaluation.  
Each tenured faculty member in the Department will be evaluated at least once every five years. A normal evaluation for promotion or tenure will be considered an evaluation under these procedures. Pursuant to Section 600 faculty will not be reviewed while on sabbatical leave or leave of absence. Further, and pursuant to Section 600, participants in the Faculty Early Retirement Program (FERP) will not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. Notification will be given to the faculty at the beginning of the academic year.
- B. Election of the Peer Review Committee. Each year in which peer review evaluation must be done, the department faculty will elect two tenured full professors of the department, excluding those being evaluated, to serve as that year's Peer Review Committee.
- C. Calendar for Evaluation. Evaluation of eligible tenured faculty members will be done during the academic year in compliance with the schedule set by the office of the Dean.
- D. Evidence to be used in Evaluating Faculty Performance
  - 1. Student evaluations of instructional performance in all courses evaluated during the past three years.
  - 2. Reports of a minimum of one classroom visit by a member of the Peer Review Committee in accordance with the Department procedures.
  - 3. A resume highlighting the faculty member's activities since the last formal review is required. Current course syllabi, sample examinations and other course materials may also be submitted to the Peer Review Committee.
  - 4. A brief statement from the faculty member describing activities during the previous five years indicating currency in the field. Such activities could be research

appropriate to the discipline, membership in appropriate professional organizations, attendance at professional conventions, attendance at seminars or workshops related to pedagogy, service on faculty committees dealing with instruction and/or faculty development, or outside work experience. Contributions to the University and the community should be indicated as well.

- E. The Written Evaluation. The Peer Review Committee will prepare a written evaluation and disseminate it in compliance with Section 600 of the *Administrative Manual*. This evaluation will address teaching effectiveness, contributions to the field of study, and contributions to the University and the community.
- F. The Evaluation Conference. The Chair of the Peer Review Committee and the Dean will meet with the tenured faculty member under review to discuss the faculty member's strengths and weaknesses along with suggestions, if any, for improvement. The meeting will take place prior to the end of the academic year. The Dean will submit a summary report to be placed in the faculty member's Personnel Action File.