COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

EDUCATION

COLLEGE

Secondary Education

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 changes. Indicate in your submission 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 [X] procedures? (check one)

2. Date that current proposed changes were sent forward Nov 14, 2008; April 15, 2009

3. Department or College initiating proposed changes Secondary Education

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 bring the SED procedures into alignment with Administrative Manuel changes in recent years. One key revision clarifies peer review of publications and another publication equivalencies.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on File

Chair, Department Personnel Committee

4/21/09

Date

Signature on File

Department Chair

4/20/2009

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on File

Chair, College Personnel Committee

4/27/09

Date

Signature on File

College Dean

4/27/09

Date

Signature on File

Chair, Personnel Planning and Review Committee

9/14/09

Date

(for PP&R use only)

5'09

F'09

F'13

Approval Date

Effective Date (see attached)

Date of Next Review

n:forms:personnel procedures cover
DEPARTMENT OF SECONDARY EDUCATION
PERSONNEL PROCEDURES

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. Section 300 describes additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

I. DEPARTMENTAL PROCEDURES

300 PERSONNEL POLICIES AND PROCEDURES

300.1 Consideration for Retention, Promotion and Tenure

300.1.1 The Department Chair will provide a copy of the departmental personnel procedures to new faculty members prior to or during the first 14 days of instruction of the semester they are hired.

300.1.2 The Department Personnel Procedures will be posted and maintained by the Department Chair on the Department website.

300.1.3 The Chair of the Personnel Committee will furnish a copy of departmental personnel procedures to each faculty member being considered for tenure, promotion and/or retention no later than 14 days after the first day of instruction of the academic term.

300.2 Class Visits

300.2.1 Visits by the Department Chair shall be scheduled by mutual agreement between the faculty member and the Department Chair.

300.2.2 Visits by Personnel Committee members shall be scheduled by mutual agreement between faculty member and a Department Personnel Committee member.

300.2.3 Candidates will be notified at least one week in advance of a visit by a member of the Department Personnel Committee or by the Department Chair.

300.2.4 Visitors shall observe. They shall not participate in class discussions.

300.2.5 A written report documenting observed teacher effectiveness will be based on items such as: knowledge of subject matter; assessment of student learning; engaging and supporting students in learning; creating and maintaining an effective environment for learning; planning, including attention to the needs of diverse learners; and professionalism.

300.2.6 Upon receipt of the written report of the committee member, visited candidates may request, within five working days, an additional visit by a different committee member.

300.2.7 Reports will be distributed as follows: Original to the candidate, with copies to the Department Chair, Chair of the Department Personnel Committee, and the Dean of the College of Education, for inclusion in the candidate’s Personnel Action File in the Dean’s Office.

300.3 Anonymous student evaluations for a minimum of two classes will be collected for
Assistant Professors in both the fall and spring semesters. Anonymous student evaluations for a minimum of two classes will be collected each academic year for Associate and Full Professors.

300.3.1 Department Staff will have the packets for the student evaluations ready by the eighth week of class or as soon as available from the Office of Institutional Research each semester.

300.3.2 Department Staff will inform the Secondary Education faculty of the deadline for completing student evaluations each semester.

A. Faculty must follow approved Departmental instructions for the completion of student evaluation forms. Student provctors will distribute and collect forms, seal envelope, sign across the seal, and return the envelope to the Department of Secondary Education.

B. The envelope will be submitted by Department Staff following the established University protocol.

C. After grades have been turned in, and when available from the responsible University office, evaluation results are returned to the faculty member.

D. The evaluations will be divided between computerized forms and narrative appraisals. Copies of all evaluation results shall be placed in the Personnel Action File where they shall be retained in the Dean’s Office for a minimum of five years.

E. The faculty member may choose to summarize narrative appraisals and computerized forms for inclusion in the Professional Information File.

**300.4 Procedures for Providing Students with the Opportunity to Consult with the Department Personnel Committee**

300.4.1 The Department Chair will post a notice on the Department bulletin board and throughout the College of Education in the first week of the spring semester advising students of the opportunity to consult with the Department Personnel Committee.

300.4.2 Students may contact or consult with the Department Chair or Department Personnel Committee as follows:

A. Submit a written, signed statement of their views to the Department Chair.

B. Meet at a student’s request with the Department Chair or Personnel Committee Chair.

C. Meet with the Department Chair or the Personnel Committee at the scheduled time.

D. The Department will follow procedures established in Section 600 regarding oral and written comments about faculty.

**300.5 Equivalencies to Publication**
300.5.1 The University definitions for publication delineated in Section 600 are followed.

300.5.2 The Department interprets “scholarly books, articles and reviews” as those where there is documented evidence of peer review.

300.5.3 Equivalencies to publications include originally developed multimedia works, computer software, web-based resources, externally funded grant proposals, curricular materials, and translations of major works, and shall be considered if there is documented evidence of external peer review.

300.5.4 Material that has not been peer reviewed may be accepted as an equivalency after the candidate submits it to the following review process. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who shall be a:

   (1) professor at another institution of higher education who is in a field related to the work
   or
   (2) recognized and qualified professional representing an academic organization, e.g., Association of Supervision and Curriculum Development, National Council of Teachers of English, National Council of Teachers of Mathematics, International Reading Association
   or
   (3) member of a K-12 or other institution who has expertise in the field of study (maximum of one reviewer in this category).

Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material’s originality, and its impact in the field. These reports will be submitted to the Personnel Action File to be considered by the individuals and committees reviewing the candidate’s file.
COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the Administrative Manual.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College □ or the Department □ (check one)

2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? Yes □ No □
   
   2A. If not, simply state, “The Department will follow its current procedures related to student evaluations of teaching effectiveness.”

   2B. If you are changing your current policy, state the proposed new policy in the space provided. 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. If you wish to follow Section 600, you may simply state, “The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness.”

Attach extra pages if needed.

The Department will follow its current procedures related to student evaluation of teaching effectiveness.

3. If there are changes, the proposed changes have been approved by the faculty of the College □ Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

[Signature]
Chair, Department Personnel Committee
Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee

College Dean

Date

Date

Chair, Personnel Planning and Review Committee

Date

Date

RECEIVED

DEC 10 2012

Calif. State University Northridge
Office of Faculty Affairs