COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

AMC COLLEGE

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. 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

3. Department or College initiating proposed changes

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. ____________________________ 11/13/09

Chair, Department Personnel Committee

Signature on file. ____________________________ 11/13/09

Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. ____________________________ 12/14/09

Chair, College Personnel Committee

Signature on file. ____________________________ 01/13/09

College Dean

Signature on file. ____________________________ 9-13-10

Chair, Personnel Planning and Review Committee

(for PP&R use only)

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

n.forms:personnel procedures cover
Department of Theatre
Personnel Policies and Procedures
Revised
Approved by Theatre faculty 03-24-10
Approved by _________

Department of Theatre Personnel Policies and Procedures supplement selected personnel policies and procedures in the California State University Northridge (CSUN) Administrative Manual (Section 600, Academic Personnel Policies and Procedures); Section 600 parts are updated at the beginning of each academic year, based on changes in each year's printing of Section 600 by the University. Faculty members are urged to review all of Section 600 each year.

Part I

Part I of the Department’s personnel policies and procedures focuses on the section entitled Responsibilities of Faculty Committees.

The following additions to the section entitled Responsibilities.

These policies and procedures along with copies of the college personnel procedures will be distributed annually. Department faculty members have a responsibility to review and follow policies and procedures in these documents.

The following additions to the section entitled Procedures for evaluating teaching effectiveness.

Class visits shall include all aspects of a faculty member's teaching load, including any production-related assignment. All production-related assignments require some level of student interaction.

All members of the Department Personnel Committee shall visit each probationary faculty member and each faculty member under consideration for promotion.

Prior to the beginning of class visits, schedules and syllabi for all courses will be requested jointly by the Department Chair and the Chair of the Department Personnel Committee. Specific arrangements for visits are coordinated between each visitor and the faculty members whose classes are visited.

A written report will be completed for each visitation. The Department of Theatre Report of Class Visit (See Attachment 1) shall be used in the preparation and distribution of the written report. Prior to the preparation of the written report of the visitation, a post-visitation consultation between the visitor and the faculty member shall take place to discuss such issues as context within the course and pedagogical issues that may have arisen during the visit. A faculty member may
also respond to the report of class visits in writing and may request that the
response be placed in his or her Personnel Action File. The Department Chair will
ensure that copies of all reports and responses are placed in appropriate
Personnel Action Files.

The Department of Theatre uses an approved form, providing students with
opportunities to evaluate teaching effectiveness. Specific items used on these forms (see
Attachment 2) shall be annually reviewed and approved by the tenure-track faculty.

At least one of these classes evaluated by the students using the written student
questionnaire shall be clearly applicable to the major in Theatre unless the
faculty member is teaching only non-major classes.

The classes in which student written evaluations are conducted should, when
possible, include fifteen or more students.

Probationary faculty and faculty being considered for promotion are encouraged
to have student evaluations conducted in every class they teach each semester.

Student evaluations will be administered during the latter half of the semester.

The Department Chair or the Chair’s designee will be responsible for
administering the evaluation form. It will be administered in the absence of the
faculty member, and the faculty member will not have access to the forms at any
stage of their administration.

The Department Chair or the faculty member may initiate a conference to discuss
any written student questionnaire evaluation.

Other sources of evidence of teaching effectiveness may include student work
completed under the supervision of the faculty member, course syllabi, outlines,
schedules, bibliographies, and other instructional materials provided to students.

The following additions to the section entitled Student consultation procedures.

An open meeting of the Department Personnel Committee, with the Department
Chair, to which interested students are invited, is mandatory in order to provide
students the opportunity to consult with the Committee. The following notice will
be posted in the Department, in places where students will become aware of the
open meeting, and the notice will be read in Department classes for two weeks
prior to the open meeting:

CSUN requires periodic review and evaluation of all faculty members
which includes consideration of students' views of faculty members' teaching. In accordance with this requirement, the Department Personnel
Committee and the Department Chair will meet the students individually on ____, from ____ to ____, in ____. Students wishing to share their thoughts about the teaching of ____ are encouraged to meet with the Committee and Department Chair during those times. All information received at these meetings is kept confidential, except with written and signed permission of the student in accordance with university personnel policy. Students who cannot meet with the Committee and Department Chair during the scheduled times are invited to confer individually with members of the Committee and/or the Department Chair. Committee members are ____.

Without violating the anonymity of the student, the Department Chair and/or Department Personnel Committee will discuss with the candidate being reviewed information derived from the student consultation procedures. When required, the procedures stipulated in the University Academic Personnel Policies and Procedures shall be followed.

The following additions to the section entitled *Publication requirements*.

Creative activity in the various areas of theatre resulting in public performance may be evaluated as an equivalency of publication. Such creative activity must be undertaken independent of CSUN sponsorship. It is expected that creative activity will normally take place in a recognized professional venue and will relate to the faculty member’s area of specialization.

The faculty member will provide specific information on the public forum in which the creative activity took place, a statement of the significance of the creative activity to the field of study, outside reviews of the creative activity by peers in the field, and other documentation of the quality of the creative activity deemed appropriate by the faculty member. The creative activity will be evaluated by the Personnel Committee and the Department Chair based on the information provided, statement of significance, reviews, and other documentation.

Part II

Part II of the Department’s personnel policies and procedures focuses on the Section entitled *Criteria for Making Judgments*.

The following additions to the section entitled *The University Standard*.

The appropriate terminal degree in most cases will be the doctoral degree in critical fields such as theatre history or a Master of Fine Arts in creative fields such as Acting, Directing, Design, Technology, or Management in order to be hired for a tenured or probationary position. However, the Department also recognizes that theatre artists with exceptional professional stature may be eligible for appointment and thus for
meeting the degree requirements for promotion and tenure even without the terminal degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

Part III

Part III of the Department's personnel policies and procedures focuses on the Section entitled Consultations.

The Department Personnel committee will consult with the Department's tenured faculty concerning the faculty member under review in formal meeting.
**DEPARTMENT OF THEATRE**  
Report of Class Visit

<table>
<thead>
<tr>
<th>Faculty Member Visited:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Visited: Course No:</td>
</tr>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Date of Visit:</td>
</tr>
<tr>
<td>Type (s) of instructional activity taking place during visit:</td>
</tr>
<tr>
<td>Name of Visitor:</td>
</tr>
</tbody>
</table>

**Notes:**

*Please submit a total of three (3) copies of this report.*

This "Report of Class Visitation" is to be given to the Chairperson of the Department Personnel Committee as soon as possible. The Committee Chair will then forward a copy to the faculty member and one to the Department Chair. The third copy will be sent to the Dean’s Office for placement in the candidate’s Personnel Action File five days after candidate’s receipt of notice, as required in Section 612.5.2 (2) (a) (iii) of the Administrative Manual.
Department of Theatre Personnel Policies and Procedures

Attachment 2

Items included on the short form of the Wilson instrument used by the Department of Theatre:

- The instructor was well prepared for each class.
- The instructor has interest in and concern for the quality of his/her teaching.
- The instructor comments constructively on students' work.
- Is enthusiastic about subject and enjoys teaching
- Fair and impartial in relations with students
- Explains clearly
- Presents facts and concepts from related fields, where appropriate
- In this class I feel free to ask questions or express my opinions.
- The instructor makes good use of examples and illustrations.
- I gained a good understanding of concepts and principles in this field
- I am careful and precise in answering questions
- The instructor is respectful of views other than his own.
- There was considerable agreement between announced objectives and what was accomplished.
- The overall instructional performance of the professor in this course was excellent.
- The instructor was willing to meet with and help students outside class.
- Instructor was intellectually stimulating and prompted me to think creatively and critically.
- The instructor uses appropriate methods of teaching, adapting them to the subject matter.
- Assignments (reading, papers, examinations) for this course are fair and appropriate.
- The instructor encouraged students to think for themselves.
- My interest in the subject area has been stimulated by this course.