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PERSONNEL PROCEDURES
Department of Chemistry and Biochemistry
California State University, Northridge
SECTIONS 1-4

1. Department of Chemistry and Biochemistry Personnel Committee

- 1.1 A Personnel Committee consisting of three tenured associate or full professors will be elected by a secret ballot at the beginning of each academic year from a pool of all eligible full-time faculty members in the Department. Immediately after election, the Personnel Committee will meet, elect a Chair and report the selection to the Chair of the Department.
- 1.2 Duties of the Personnel Committee:
 1. The Committee will evaluate and recommend eligible faculty for retention, tenure and promotion.
 2. Also, as necessary, the Committee will assess the future hiring needs and personnel procedures of the Department and make recommendations to the Department.

2. RTP General Policy Statement

2.1 Retention

Retention should be recommended unless the Committee feels certain that the candidate has no reasonable chance of being granted tenure according to the criteria stated below.

2.2 Granting of Tenure and Promotion to Associate Professor:

The tenure decision is the most important personnel decision. The candidate must meet the criteria cited in Section 3 and engender confidence within the Committee and the Department that significant activity and growth in these areas will continue after tenure and promotion to associate professor is granted and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility.

Normally the decisions to grant tenure and promote to associate professor are taken together during the sixth year. However, promotion with or without tenure can be granted earlier if sufficient strength is demonstrated to the Committee in the areas cited in Section 3.

2.3 Promotion to Professor

The candidate must have continued to perform at a significant level in all areas of Section 3 and engender confidence within the Committee that this activity will continue after promotion.

Teaching excellence, continued research and scholarship, and service are the primary criteria for promotion. Only those activities subsequent to the candidate's promotion to associate professor will be considered. Evidence of research in the form of refereed publications is required. The candidate is also expected to seek external grant support for his/her research program at CSUN. Additional evidence of scholarship may include published textbooks, presentations at professional meetings, review articles, book reviews, paper refereeing, obtaining research grants, research proposal refereeing for granting agencies, organizing or chairing sessions at professional meetings, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies, editing journals, etc. It is not required that the candidate perform in all of these areas. This listing simply defines areas to be used by the Committee for evidence of scholarly achievement. The level of achievement must be such as to bring credit to the Department and to engender respect for the candidate in the academic community.

Candidates are also expected to continue their service to the Department, College, University and community. A professorial candidate must demonstrate mature judgment, in view of the likelihood of his/her being called upon to serve in various leadership capacities.

2.4 Accelerated (Early) Promotion

Promotion to associate professor with or without tenure, as well as to professor, can be recommended early if significant strength in the areas of teaching, service and research is demonstrated to the Department Personnel Committee and the Department Chair. Consideration for promotion to Professor normally occurs during the fifth year after promotion to Associate Professor. Faculty who are candidates for promotion before the normal period must demonstrate that they meet or exceed, in a period of time shorter than that of normal promotion considerations, all of the criteria in Section 600 of the Administrative Manual as well as the Department criteria for advancement to the next rank. In order to establish sufficient evidence of significant accomplishments, the Department strongly recommends that the candidate:

1. demonstrate teaching effectiveness at all levels of instruction;
2. participate in curriculum development in the Department;
3. obtain major external grant support for his/her research program at CSUN;
4. request that the Personnel Committee or Department Chair gather outside evaluations from peers in the area of expertise of the candidate that will objectively assess the quality and originality of the candidate's research and scholarly contributions to the field of study. In this case, the candidate can expect to be compared with other respected researchers who are at a similar point in their career and who may have obtained tenure at universities with a comparable teaching load.

3. Criteria and Procedures for Retention, Tenure and Promotion

3.1 Memorandum of Understanding

During the first academic year after appointment, the tenure-track faculty member, the Department Chair, and the Personnel Committee will develop a plan outlining the expectations that the faculty member will have to meet in order to be recommended for tenure. This plan will provide guidance, in as specific detail as practical, about what the faculty member needs to accomplish in teaching, research, and service to the Department, College, and University in order to be recommended for tenure and promotion to associate professor. A letter describing the plan will be drafted and then signed by the Chair of the Department, the Chair of the Department Personnel Committee, the Dean of the College, and the tenure-track faculty member. This document will be filed in the faculty member's Personnel Action File. Upon the agreement of the candidate and the current Chair of the Department Personnel Committee, Department Chair and the Dean, this document may be amended in the future.

3.2 Teaching Effectiveness and Direct Instructional Contributions:

1. Commitment to Teaching

The candidate must provide evidence, to the satisfaction of the Department Personnel Committee, of a strong commitment to good teaching, for tenure and promotion to associate professor to be recommended. Demonstrations of this commitment may include, but are not limited to:

- a. effective teaching at more than one level of instruction;
- b. development of innovative teaching methods or improved instructional material;
- c. participation in Departmental curriculum development;
- d. research and scholarly activity involving students.

2. The teaching effectiveness of a candidate will be assessed as follows:

a. Teaching Materials

The candidate will provide sample exams, syllabi, and other classroom materials for review in the candidate's Personnel Information File.

b. Class Visits:

1) Probationary Tenure-Track Faculty in Their First Year at CSUN

The Department Chair will visit at least one class of each candidate, normally during the fall semester, and prepare a written report for each visit. At least one member of the Department Personnel Committee will visit at least one class of each candidate during the spring semester and prepare a written report for each visit. Written class visit reports will be sent to each candidate with copies to the Department Chair and the Chair of the Department Personnel Committee. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

2) Other Probationary Tenure-Track Faculty

Barring schedule conflicts, two or three members of the Department Personnel Committee and the Department Chair, or a designee, will visit a representative class of each candidate during fall semester. The teaching evaluations written by the two (or three) evaluators will be compiled into one letter for the candidate. The Personnel Committee may, at its discretion, confer with the candidate and/or other chemistry faculty regarding the candidate's teaching performance. Written class visit reports will be sent to the candidate with copies to the Department Chair, the Chair of the Department Personnel Committee and the candidate's Personnel Action File.

c. Student Evaluations

During the fall semester, the candidate's teaching will be evaluated using the Department's Student Evaluation of Faculty form. For comparison, departmental faculty members will be expected to be evaluated using the same Departmental forms during the same semester. In addition, the Committee/Department Chair will provide students the opportunity to consult with the Committee/Department Chair regarding the candidate. An invitation to students to provide input on the candidate will be posted on the bulletin board outside of the department office in advance of the reviews.

3.3 Contributions to the Field of Study:

1. Publication

The Department requires that the candidate be active in research and demonstrate a knowledge of current developments in the candidate's field. The candidate is required to publish results based upon research carried out since the effective date of appointment at CSUN.

The term "to publish results" is restricted to mean to report on the results of research in the form of a refereed article which has been published or accepted for publication. A written work indicative of scholarly achievement, on the other hand, is referred to by its specific name, e.g. textbook, review article, etc., and does not satisfy the publication

criterion set by the Department for tenure and promotion. This publication requirement refers only to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to associate professor without tenure, then all publications since hiring will be considered for the tenure decision.

2. External Funding

The Department requires that the candidate seek external funding for a research project at CSUN.

3. Outside Evaluators

Any candidate may independently solicit outside reviewers to provide positive input in the form of a letter to be added to the PIF when submitting the file for retention, tenure, or promotion considerations.

3.4 Contributions to the Department, College, University and Community:

The candidate is also expected to work diligently and effectively on Department, College and University assignments, and to demonstrate initiative and concern for improving the academic welfare of the students, the Department and the University.

4. Consultation with Faculty

There shall be consultation between the Department Personnel Committee and the Department Chair. The Department Personnel Committee shall, whenever possible, consult with the tenured members of the Department.