COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

HUMANITIES COLLEGE

CHICANA/ O STUDIES 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/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 □ procedures? (check one)

2. Date that current proposed changes were sent forward 11/12/10

3. Department or College initiating proposed changes CHICANA/O STUDIES

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 PROPOSED CHANGES WERE INITIATED BY THE DEPARTMENT IN ACCORDANCE WITH THE ADMINISTRATIVE MANUAL THAT REQUIRES THE PERIODIC REVIEW OF DEPARTMENT PROCEDURES.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file.

Chair, Department Personnel Committee

11/12/10 Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.

Chair, College Personnel Committee Date

Signature on file.

College Dean Date

Signature on file.

Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

S F 11 Approval Date F 14 (rep. changes in criteria) □ 2015-2016 Effective Date (see attached) □ Date of Next Review

m:forms/personnel procedures cover
Chicana/o Studies Department  
Fall 2010  
Department Additions to Personnel Procedures in Sec. 600

I. Evaluation of Teaching Effectiveness

A. Class visits.  
As defined in Section 600.

B. Collecting, processing and interpreting written student evaluations of teaching effectiveness.  
As defined in Section 600.

C. Student Consultation  
a) As defined in Section 600.
b) Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the faculty member. An announcement of the faculty member’s upcoming evaluation will be made in Chicana/o Studies classes and at M.E.Ch.A (Movimiento Estudiantil Chicano de Aztlán) meetings and will be posted on the Department's website two weeks in advance of the consultation date.

II. Professional Preparation

Normally, possession of a terminal degree is required in order to be hired for a tenure-track position. The Chicana/o Studies Department, however, recognizes that some candidates may be qualified for appointment, tenure, and promotion 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.

III. Contributions to the Field of Study

A. Equivalencies to Publication

The Department will recognize the following equivalencies to publication. Evaluation of equivalencies to publication will be based on outside reviews by peers in the field as defined below. In addition, the candidate may include published reviews from appropriate journals or newspapers and awards of recognition into his or her PIF.

1. Scholarship and Instructional Materials, including

   a) Refereed conference proceedings.
   b) Successful external grant proposals.
   c) Peer reviewed instructional materials.
2. Artistic, including

   a) Performance in theatres and concerts of established prestige.
   b) Exhibition of creative work in theaters, museums, galleries, art festivals, concerts, national and international music festivals.
   c) Print or Electronic publication.

   Special recognition will be given to venues and events of established prestige such as the L.A. Music Center, Los Angeles County Museum of Art, Getty Art Museum, Mexican Museum of Chicago, UCLA Royce Hall, Lincoln Center, Smithsonian Institution, Mexico City's Palacio Nacional de Bellas Artes, International Festivals, and the Valley Performing Arts Center.

3. Equivalencies to publication may be distributed in alternative formats, including:

   a) Print           e) Radio
   b) Recordings      f) Television
   c) Films           g) Internet
   d) Videotapes      h) Curatorial work
   e) Documentaries   i) Funded external grants

4. Public Scholarship and Community Based Research Products

   The Chicana/o Studies Department also considers community based research that results in public scholarship (work that is used by the community or community agencies) as contributions to scholarship. This may include peer reviewed documentaries, exhibits, community educational publications and reports. The weight of the scholarship will be determined by the degree of breadth, depth, and positive impact the work has in the field of Chicana/o Studies and in the broader community. Evaluations will be based upon awards of recognition, reviews in newspapers or journal letters of recognition by community leaders, educators, or other acknowledged peers in the appropriate fields.

5. Peer Review of Equivalencies

   All equivalencies will be externally peer reviewed as provided in Section 600. The candidate, the Department Personnel Committee, and the Department Chair shall each select an external peer reviewer who shall be a tenured professor at another institution of higher education who is in a field related to the work under review. Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to the standards of the field, the material’s originality, and its impact on the field. These reports shall be placed in the candidate’s Personnel Action File.

IV. Evaluation of Contributions to the University and Community

   A. University Service

   As defined in Section 600.
B. Community Service

Evaluation of community service will be based upon evidence of involvement in community affairs, consistent with the mission of the Department and the discipline, especially the Chicana/o or broader Latina/o community. Emphasis will be placed upon leadership reflected in such involvement. Community service includes but is not restricted to:

1. Participation in community organizations, especially Chicana/o and/or broader Latina/o community organizations.

2. Lectures, exhibitions and/or performances, especially in the Chicana/o or broader Latina/o community.

V. Honoring Memoranda of Understanding

The Department honors specific memoranda of understanding (MOU’s) that are made between the Deans, Department Personnel Committees, Department Chairs, and the candidate. In the case of a joint position, the involved departments must clearly state their expectations of the candidate’s service, teaching and scholarship obligations. Clear agreement must be established between the candidate and the departments in regard to the proportion of work to be expected in each department.