

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

Social & Behavioral Sciences
COLLEGE

Pen African 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.*

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DEC 21 2012

Calif. State University, Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

- Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
- Date that current proposed changes were sent forward November 2012
- Department or College initiating proposed changes Pen African Studies
- 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"). Proposed changes were initiated by the Department in response to the Personnel Planning & Review Committee 5-year review. It was necessary to make the Department procedures consistent with the new Union Contract and the latest version of Section 600.

- The proposed changes have been approved by the faculty of the College ☐ or Department ☒. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

James H. Brown 11-13-2012
Chair, Department Personnel Committee Date
Kevin Stayer 11-13-2012
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 12-21-2012
Chair, College Personnel Committee Date
Dan Danth DEC 20 2012
College Dean Date
Wayland Li 5-13-13
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F13	F16 (for change in criteria)	2017-2018
Approval Date	8/13	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF PAN AFRICAN STUDIES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

PROCEDURES FOR RETENTION, TENURE AND PROMOTION

November 2012

The Department of Pan African Studies (PAS) will adhere to the provisions for Retention, Tenure, and Promotion (RTP) as outlined in the Administrative Manual (Academic Personnel Policies and Procedures) Section 600, including the time frames established by the Faculty Senate as established in the Academic Year Calendar of Personnel Procedures of the Administrative Manual.

1) Introduction:

“The Department of Pan African Studies, by its nature and organization, is comprised of many interrelated sub-disciplines ranging from arts and literature to urban education. Consequently, the department embraces a broad view of teaching, scholarship and service grounded in our Pan-Africanist mission. These policies and procedures should be read and applied with recognition of the diversity of who we are and what we do. They should also be viewed within the context of recognizing and rewarding the wide variety of work the faculty are called upon to do in service to our mission as well as that of the University.”

2) Dept. Personnel Committee Composition:

Personnel committee responsibilities are set forth in Administrative Manual Section 600.

3) Guidelines and Procedures for RTP Evaluation:

- a) During the first year, the candidate's competency in his/her field of study, commitment to teaching and service, and an established research agenda should be evidenced.
- b) During years two to six, the candidate should consistently build upon his/her research agenda through involvement in ongoing and original scholarly activity leading to peer reviewed publications and presentations at professional meetings.

3.1)Professional Preparation:

The Pan African Studies Department will conform to the Requirements for Professional Preparation as contained the Administrative Manual Section 600.

3.2)Teaching Effectiveness and Instructional Contributions:

The Department of Pan African Studies has adopted the University's procedures for evaluating teaching effectiveness, as set forth in the Administrative Manual Section 600. The Department will place considerable emphasis on the following:

3.2.1) Observation of Class Performance:

- a) Early enough in the academic year for use during the annual personnel cycle and by mutual agreement of date and time with the candidate, the Department's Personnel Committee Chair and one or two other members of the Personnel Committee will visit a class of each instructor under consideration for retention, tenure or promotion. A written report of the visit will be given to the candidate, the Chair of the Personnel Committee, and the Department Chair. A copy of the letter is placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences. The candidate shall be provided with a copy at least 10 days prior to such placement.
- b) Early enough in the academic year for use during the annual personnel cycle and by mutual agreement of date and time with the candidate, the Chair of the Department, or a designee, will visit the classes of all faculty subject to personnel action. A written report of the visitation will be given to the candidate and the Chair of the Personnel Committee. A copy of the report will be placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences. The faculty member shall be provided with a copy at least ten days prior to such placement.
- c) The Department Chair will meet with the instructor at a mutually agreeable time discuss the evaluation of his/her teaching.

3.2.2) Student evaluations are also an important aspect of teaching effectiveness and will be considered as a meaningful part of the process.

3.2.3) All probationary faculty are encouraged to formulate their own teaching goals and their on-going methods of fulfilling these goals in ways that will clarify and facilitate assessment of their teaching effectiveness at various levels of review. They are also encouraged to describe any innovations in teaching and the development of curriculum materials, special projects or other self-improvements, and their response to issues raised in student and peer evaluations. Sample materials such as syllabi, exams, handouts and class related websites should be contained in the candidates' Personnel Information File. Candidates should make course materials available for department assessment procedures.

3.3) Procedures for Evaluating Contributions to the Field of Study

The Department of Pan African Studies has adopted the University's procedures for evaluating Contributions to the Field of Study, as set forth in the Administrative Manual Section 600. Candidates are encouraged to publish single-authored publications and equivalencies to publication.

3.3.1) The Department recognizes the following equivalencies to publication:

A scholarly peer-reviewed work, such as a monograph, map, or serial chapter in a collection of works by various authors. Scholarly work may also appear in other media. By other media, the PAS Department means accomplished work done in a variety of formats including print, film, video tape or disc or other electronic media including performance or exhibition of creative work in established venues. However, as in the case of more traditional forms of publication, equivalencies must be subject to Administrative Manual Section 600 guidelines. In other words, candidates with equivalencies to publication must also meet the guidelines set by Administrative Manual Section 600 for retention, tenure, and promotion. If evidence of peer review is not available, 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 the field related to the work under review. Each of the three reviewers shall be asked to comment in writing on the quality of the material with respect to standards in the field, the material's originality and its impact on the field. The reports shall be placed in the candidate's Personnel Action File.

3.4)Contributions to University:

The Department of Pan African Studies has adopted the University's procedures for evaluating contributions to the University and Community, as set down by the Administrative Manual Section 600.

The Department will evaluate service based on the material present in the Professional Information File and Personnel Action File.

In addition to service within the University, the Department of Pan African Studies encourages activity in the community, the schools, government, and private sector. Because of the Department's desire to strengthen linkages with the community, special recognition will be given to faculty who actively and prolifically initiate and/or support Department programs that are community-based.