


**Date:** September 29, 2010

**To:** Department Chairs  
Chairs, Department Personnel Committees

**From:**   
Penelope Jennings  
Associate Vice President, Faculty Affairs and Executive Secretary to PP&R

**Subject:** Submission of Proposed Revisions in Department Personnel Procedures

Section 600 (the *Administrative Manual*) requires the periodic review of College and Department personnel procedures, a policy change that was passed by the Personnel Planning and Review Committee (PP&R) and approved by the Faculty Senate and President Koester in Spring 2005:

Section 612.4.2.b.(5). College criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to the Personnel Planning and Review Committee for review and approval. Procedures not forwarded to, and approved by, the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b.(6) for effective date for new or revised criteria.

Section 612.5.2.f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to the Personnel Planning and Review Committee for review and approval. Procedures not forwarded to, and approved by the College Committee and the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

The 2010-11 Academic Year Calendar of Personnel Procedures requires that the departments submit revisions to their personnel procedures to the College Personnel Committee by November 12, 2010 and that the College Personnel Committees submit any revisions to college or departmental procedures to PP&R by December 20, 2010.

The attached spreadsheet lists Department and College personnel procedures with the date of most recent approval. If you have questions about the dates listed for review, please let me know as soon as possible. Because of the change in policy in *Section 600*, it is critical that Departments and Colleges with procedures last approved in Spring 2006 or earlier, review them for possible revision or reaffirmation and forward them to the appropriate review committee by the dates stated above. This is particularly important since under the revised Section 612.2, those Department and/or College Personnel Procedures older than five years that have not been submitted for review will be considered obsolete, and Department and/or College criteria, policies and procedures will revert to Section 600.

If revisions are proposed, please complete the information requested on the "Coversheet for College/Department Personnel Procedure Revisions" and forward a complete set of personnel procedures with any proposed revisions. The cover sheet is available through the Faculty Affairs website <http://www.csun.edu/~facacct/forms/>.

Thank you for reviewing the procedures. If you have any questions on this matter, please contact me at Ext. 2962 or William Whiting at Ext. 4917.

PJ:mk  
n: persl policies-dept:reminder1011

cc: Provost Hellenbrand  
College Deans  
Chairs, College Personnel Committees

Chair, PP&R  
Members of PP&R

## College/Department Personnel Policies and Procedures

As of September 29, 2010

	Approved	Yr of Next Review
<b>ARTS, MEDIA AND COMMUNICATION (7)</b>	Sp-09	2013-14
Art	Sp-10	2014-15
Cinema and Television Arts	F-10	2014-15
Communication Studies	Sp-06	2010-11
Journalism	Sp-10	2014-15
Music	Sp-10	2014-15
Theatre	Sp-10	2014-15

	Approved	Yr of Next Review
<b>HUMANITIES (10)</b>	Section 600	N/A
American Indian Studies	Section 600	N/A
Asian American Studies	Sp-09	2013-14
Central American Studies	Sp-09	2013-14
Chicano/a Studies	Sp-06	2010-11
	TT Sp-09	2013-14
English	Lecturers Sp-10	2014-15
Mod. & Class. Lang. & Lit.	Sp-09	2013-14
Philosophy	Sp-08	2012-13
Religious Studies	Sec 600	N/A
Women's Studies	Sp-07	2011-12

	Sp-08	2012-13
<b>BUSINESS AND ECONOMICS (8)</b>	Sp-08	2012-13
Accounting and IS	Sec 600	N/A
Business Law	Sp-08	2012-13
Economics	Sp-06	2010-11
Finance, R.E., & Insurance	Sp-10	2014-15
Management	Sp-09	2013-14
Marketing	Sp-09	2013-14
Sys. & Oper Management	Sp-09	2013-14

	Sp-09	2013-14
<b>SCIENCE AND MATHEMATICS (6)</b>	Sp-09	2013-14
Biology	F-06	2011-12
Chemistry & Biochemistry	Sp-07	2011-12
Geological Sciences	Sp-07	2011-12
Mathematics	Sp-06	2010-11
Physics & Astronomy	Sp-07	2011-12

	Section 600	N/A
<b>EDUCATION (7)</b>	Section 600	N/A
Deaf Studies	Sp-09	2013-14
Ed. Leadership & Pol. Sci.	Sp-10	2014-15
Ed. Psych. & Counseling	Sp-10	2014-15
Elementary Ed.	Sp-10	2014-15
Secondary Ed.	Sp-09	2013-14
Special Ed.	Sp-09	2013-14

	Section 600	N/A
<b>SOCIAL AND BEHAVIORAL SCIENCES (9)</b>	Section 600	N/A
Anthropology	Sp-06	2010-11
Geography	Sp-08	2012-13
History	Sp-09	2013-14
Pan African Studies	Sp-08	2012-13
Political Science	Sp-08	2012-13
Psychology	Sp-10	2014-15
Social Work	Section 600	N/A
Sociology	Section 600	N/A
Urban Studies & Plan.	Sp-09	2013-14

	Section 600	N/A
<b>ENGINEERING AND COMPUTER SCIENCE (6)</b>	Section 600	N/A
Civil & Industrial Engineering & Applied Mech	Sp-06	2010-11
Computer Sciences	Sp-09	2013-14
Electrical & Computer Eng.	Sp-07	2011-12
Manu. Sys. Eng. & Mgt.	Sp-08	2012-13
Mechanical Eng.	Sp-06	2010-11

	Sp-08	2012-13
<b>LIBRARY (3)</b>	Sp-08	2012-13
Technical Services	Sp-08	2012-13
Reference & Instructional	Sp-08	2012-13

	Sp-09	2013-14
<b>HEALTH AND HUMAN DEVELOPMENT (9)</b>	Sp-09	2013-14
	TT-Sp-08	2012-13
Child & Adolescent Development	Lecturers Sp-10	2014-15
Comm. Disorders & Sci.	Sp-08	2012-13
Environmental and Occupational Health	Sp-08	2012-13
Family Consumer Sciences	Sp-09	2013-14
Health Sciences	Sp-07	2011-12
Kinesiology	Sp-10	2014-15
Physical Therapy	Sp-07	2011-12
Recreation & Tourism Mgmt.	Sp-07	2011-12

	F-09	2013-14
<b>STUDENT AFFAIRS (2)</b>	F-09	2013-14
Counseling Services	Sp-09	2013-14