

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

CSBS

COLLEGE

POLITICAL SCIENCE

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 12/14/12
3. Department or College initiating proposed changes POLITICAL SCIENCE
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").
Proposed changes were initiated by 5-year cycle for review

RECEIVED

JAN 11 2013

Calif. State University, Northridge
Office of Faculty Affairs

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature]
Chair, Department Personnel Committee

12-21-12

Date

[Signature]
Department Chair

12/14/12

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee

12-17-12

Date

[Signature]
College Dean

1-10-13

Date

[Signature]
Chair, Personnel Planning and Review Committee

5-17-13

Date

(for PP&R use only)

S13
Approval Date

F13

F16 (for change in criteria)
Effective Date (see attached)

2017-2018
Date of Next Review

DEPARTMENT OF POLITICAL SCIENCE

PERSONNEL POLICIES AND PROCEDURES

MAY 2013

The Department of Political Science, in evaluating faculty for retention, tenure, and promotion, is guided by the criteria outlined in the *Administrative Manual* (Section 600). At each level of evaluation, we look for evidence of excellence in areas of 1) professional preparation; 2) teaching effectiveness and direct instructional contributions; 3) contributions to the field of study ; and 4) contributions to the University, College, Department, and the community as well as professional and personal responsibilities.

I. Teaching Effectiveness and Competence

Three methods are used to evaluate teaching effectiveness and competence: self evaluation, peer evaluation, and student evaluation.

- A. **Self Evaluation:** 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 also are urged 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.
- B. **Peer Evaluation:** Peer evaluations are based on observation of teaching. Preferably before the class evaluation, the candidate being evaluated and the reviewer should meet to discuss the syllabus, the topic for discussion in the class being reviewed, and any other issues related to the class dynamic.
- C. **Student Evaluation:** The Department of Political Science requires that written student questionnaire evaluations shall be completed for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. The classes to be evaluated shall be jointly determined in consultation between the faculty member being evaluated and his or her Department Chair. In the event of disagreement, each party shall select 50 percent of the total courses to be evaluated. Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

The Personnel Committee of the Department will follow the procedures described below for student consultation in retention, tenure, and promotion decisions.

1. The Department Personnel Committee will schedule a time and place when they will be available to confer with students concerning faculty who are being considered for retention, tenure, and promotion.
 2. Approximately two weeks prior to the meeting date, a notice listing the faculty under consideration and the place and time of the meeting will be posted on the Department bulletin board. This notice also will be distributed to full-time faculty.
 3. On the day and during the announced hours for the meeting, students will meet individually with the Committee and students' comments will be used in the Committee's evaluations according to the procedures described in the Administrative Manual in the section "Oral or Written Comments About Faculty."
- D. Also to be considered under teaching effectiveness are such activities as supervising graduate thesis research; organization and supervision of field work; and development of field and service learning opportunities for students.

II. Contributions to the Discipline, Publications, and Equivalencies

- A. Contributions to the Discipline: Political Science faculty are expected to make sustained contributions to the body of information within the purview of the discipline. Such activity can be evidenced in several ways: actual or accepted publications; book reviews; active commitment to an ongoing research project (evidenced by research proposals and/or documents generated by such research); presentation of completed research at professional organizations such as the American Political Science Association or the Western Political Science Association; professional honors (e.g., invited addresses, membership on outside granting and review committees). In evaluating a candidate's professional commitment, the personnel committee will be concerned with both the quality of the contributions and the quantity.
- B. Publication: Department of Political Science faculty are expected to establish a record of scholarship and professional contributions to the field of political science. Candidates for promotion and tenure are expected to have demonstrated a sustained pattern of scholarly and professional activity. A candidate who has two scholarly peer-

reviewed publications or equivalencies since the date of appointment for probationary faculty or since promotion to Associate Professor in the case of candidates for promotion to Full Professor shall have met the requirements. A published book that makes a significant contribution to the field will be sufficient to meet the two publication requirement. In order to make a significant contribution, the book needs to be an original work, needs to be subjected to peer-review, and needs to be published by a university press or commercial press (not self published).

- C. The Department of Political Science follows the definition of publication as stated in Section 600. These publications may appear in traditional published form or in electronic form. To be considered a publication, the text should have been subjected to scholarly peer review practices (blind review, editorial boards, etc.). The characteristics of scholarly work include such features as originality, evidence of research, and critical assessments. If such a process of peer review has not occurred, the work should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalent to publication. External peer review shall consist of reviews by three peers from outside CSUN one chosen by the Department Chair, one by the Department Personnel Committee Chair, and one by the candidate. A written work is considered published when it has been printed or when all revisions have been made and accepted.
- D. Publication Equivalencies: In addition to the definitions above, the Department of Political Science considers law review articles and peer reviewed book chapters in the field of study as equivalent to publication. Major grants funded by external organizations are also considered as equivalent to publication. The same standard of scholarly peer review shall apply to equivalencies as to the publications in Section C above. If such a process of peer review has not occurred, the work should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalent to publication. External peer review shall consist of reviews by three peers from outside CSUN one chosen by the Department Chair, one by the Department Personnel Committee Chair, and one by the candidate. A written work is considered published when it has been printed or when all revisions have been made and accepted.

III. Contributions to the University and Community

Candidates in the Department of Political Science will follow the criteria for assessing contributions to the University and community, as stipulated in Section 600. These include: active committee work at departmental or other levels; sponsorship of student organizations and/or activities outside the classroom; active student advisement; participating on any level of University governance; service on student committees outside the University (such as master's thesis or dissertation committees); media contributions; work with community groups and organizations; conferences and symposia; and participation in teacher preparation. This list is not meant to be exclusive of other activities that contribute to the mission of the Department and University.

Faculty members being considered for retention, tenure, and promotion must meet with the Department's Personnel Committee to discuss their progress towards promotion and/or tenure including their Professional Information File (PIF).