

COMPUTER SCIENCE DEPARTMENT PERSONNEL PROCEDURES

May 2004

The Personnel Committee of the Department of Computer Science follows the promotion, retention, and tenure criteria outlined in the CSUN Administrative Manual.

Each year the tenured and tenure-track faculty members shall elect a Department Personnel Committee for a one-year term. The Committee will elect a chair from among its members. The tenured teaching faculty members of senior rank are eligible for election, except that no faculty member shall serve as a part of a recommending agency that would permit him/her to cast a second recommendation on any faculty member during an academic year. Because the Faculty Unit Agreement requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion, in years where Associate Professors are being considered for promotion only Full Professors may serve on the committee. To stand for nomination and to serve, if elected, are obligations of all eligible persons.

Consultation

There shall be formal consultation between the Department Chair and the Department Personnel Committee on all matters of probation, tenure, and promotion prior to written recommendations.

All tenured faculty who are not members of the Department's Personnel Committee will be asked to observe the work of all probationary faculty at lower rank who are being considered for retention, tenure, or promotion. The knowledge gained shall be shared and discussed in a closed meeting of these tenured faculty with the Department Personnel Committee. These tenured faculty may either attend this meeting or submit their comments to a member of the Department Personnel Committee; attendance at this meeting is not mandatory. Specifically the discussion shall consider those personal and professional responsibilities outlined in Section 604 of the Administrative Manual.

Teaching Effectiveness and Direct Instructional Contributions

Teaching effectiveness is evaluated by examination of the student evaluations of teaching effectiveness, by classroom visitations, by written statements submitted by students of the faculty members, by discussions with other faculty members who may have observed the teaching competence of the faculty member, and by review of materials such as course outlines, explanations of teaching methods, exams, etc., submitted by the faculty member. Classroom visitations shall be made by at least one Department Personnel Committee member and by the Department Chair in accordance with prior arrangements with the faculty member in question.

An important factor used in the evaluation of teaching competence is the classroom visitations. In these visitations the classroom visitor looks for organization of the material, student reaction to the material, the appropriateness of the material to the course

objectives and the appropriateness of the manner of presentation (i.e., the use or non-use of view graphs, blackboard, etc., and time spent in formal lecture vs. discussion time). Written reports shall be prepared for each classroom visitation. These written reports shall be submitted to the candidate, to the Chair of the Department Personnel Committee, and to the Department Chair. A copy shall be retained in the candidate's Personnel Action File for a period of five years.

Student input on teaching effectiveness will include: (1) the regular student evaluation questionnaire for all courses for untenured faculty and all courses for one semester per year for tenured faculty; and (2) written statements submitted by past or present students of the faculty member under consideration. In order to assist the committee's review of the student evaluations, the student evaluations must be accompanied by the faculty member's grade distributions for the courses being evaluated. Written statements submitted by students outside of the regular student evaluation questionnaire process must include that student's name, student id# and signature. The department chair may be asked by the Department Personnel Committee to provide information regarding the student's major/minor, GPA, course history in computer science, year of study, and courses taken with the evaluated faculty member.

In advance of consideration of faculty members, notices shall be posted in the Department Office and in other suitable locations where students might see the notices. These notices should state:

- (1) which faculty members are being considered for promotion, retention, or tenure during the academic year;
- (2) that students who feel they would like to provide information to the Department Chair or a member of the Department Personnel Committee are welcome to do so;
- (3) that provisions of Section 613 of the Administrative Manual on Oral Comments about faculty will apply;
- (4) that the Department Chair and each member of the Department Personnel Committee will be available for student comments during certain stated hours or appointments may be made.

Professional Preparation

For faculty who are being considered for tenure or for promotion to the rank of Associate or Full Professor, the possession of a doctorate is normally required. However, the doctorate shall not be required if it can be demonstrated that the faculty member has been functioning within his or her discipline at a doctoral level. Performance at the doctoral level shall be understood to require original contributions expanding the boundaries of knowledge in the discipline. Evidence of this may include, but not be limited to, an examination of publications, research in progress, testimonials from colleagues both within and without the university, awards and honors by professional societies for accomplishments, professional registration and contributions to education. The faculty

member may provide the Department or Committee Chair with the names of distinguished persons in his or her discipline from whom recommendations can be solicited.

Contributions to the Field of Study

Faculty being considered for retention, tenure and promotion must meet the University standards for Contributions to the Field of Study as outlined in the Administrative Manual. The Computer Science Department Personnel Committee counts as contributions to the field of study both publications and other scholarly activities as described below:

Definition of Publication: Department of Computer Science

A publication is defined as a description of any technical work, in any media, that a creative professional makes available to others which has been reviewed and approved by peers in Computer Science and/or Software Engineering. Publications may include, but are not limited to, the following: books, articles in professional journals or conference proceedings, reports in the technical press and US and international patents. Considerations will be given for work that is in the process of being peer reviewed; however, work that has not been subject to peer review shall not be deemed a publication.

The Department places greater importance on recent publications than on those of long ago; however, significant contributions to the field from the past will be given appropriate consideration.

Additional Contributions to the Field of Study: Department of Computer Science

Any scholarly activity that results in a significant contribution to the field, even if it does not result in a publication as defined above, may be considered in the retention, tenure, and/or promotion of faculty. Examples of such scholarly activities include, but are not limited to, the following:

- Involvement in professional organizations
- Presentations given at professional meetings
- Significant results from professional activities
- Significant results from professional consulting
- Developing software
- Sponsoring colloquia, workshops or other forums
- Preparing grant proposals
- Professional editorial responsibilities

Annual Distribution of the Personnel Procedures

The Department Chair shall distribute a copy of these procedures, when approved and thereafter annually, to all tenure-track and tenured faculty members in the Department.