

Electrical and Computer Engineering Department  
Personnel Procedures  
Effective fall 2004

The Department of Electrical and Computer Engineering (ECE) follows the basic promotion, retention and tenure criteria outlined in the administrative manual and the policies of the College of Engineering and Computer Science.

A. Teaching Effectiveness

Teaching effectiveness shall be evaluated by the following; examination of the student evaluation of faculty poll which is administered at the school level, classroom visitations, by conversations with students, by discussions with faculty members other than those designated for classroom visitation who may have observed the performance of the faculty member being evaluated, and by the review of materials such as course outlines, explanation of teaching methods, exams, etc., submitted by the faculty member.

In order to provide students with an opportunity to contribute to the evaluation process beyond the student poll, the chair shall observe regular office hours and shall be available to students during those hours. Students who cannot be present during the scheduled office hours may make an appointment for other hours.

The chair and one or more member of the Department Personnel Committee or their designee shall visit the classroom of the faculty member being evaluated. The required written reports of the visitation shall address the following aspects of the faculty member's performance:

1. Organization and clarity of presentation.
2. The appropriateness of the material presented in relation to the course objectives.
3. Interactions with the students.
4. Manner in which the class was conducted (promptness, effective use of class time, control of classroom, etc.)
5. Significant strengths noted.
6. Significant weakness noted.

If more than one senior tenured faculty are designated to evaluate a faculty member's classroom performance they should, when possible, visit different classes. They shall have the option of submitting a joint report or individual reports. A joint report is deemed preferable. The report shall be distributed as prescribed by Section 612.5.2.c.(2)(a)(iv) of the Administrative Manual. Each classroom visit shall be in accordance with prior arrangements made with the faculty member being evaluated.

B. Professional Preparation

For those faculty who are being considered 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 is functioning within his or her discipline at a doctoral level. 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 contribution to education in the form of curriculum development, courses taught and theses supervised. For a candidate without a Ph.D. to be promoted to Full Professor, he or she must have at least one refereed journal article in the candidate's technical field, e.g., in an IEEE Transactions, within the last two years preceding consideration. The faculty member may provide the chair with the names of distinguished persons in his or her discipline from whom the chair can solicit recommendations.

C. Contributions to the Field of Study

All publications (either in print, or whose acceptance is confirmed) of the faculty member under consideration are evaluated. For the purpose of this evaluation, the term “publication” will be defined as below:

The Electrical and Computer Engineering Department of the College of Engineering and Computer Science views publication as the process by which creative professionals make available to other professionals the results of their studies, experience, and research in their own field of competence (in this case Electrical and Computer Engineering) in such a form that it remains open to critical evaluation and commentary as well as providing a base upon which further progress can be built by other in the field. Accordingly, this department does not view professional activity as falling within the category of publication unless the results are preserved in a generally accessible form which conveys a contribution to knowledge in the field. While the form of preservation might be in printed journals, textbooks, or reports, it is recognized that it might also be embodied in other accessible forms such as video tapes, engineering drawings, patents, computer programs, or machine-readable databases.

As with all professional activity, publication by a candidate for a personnel decision is subject to critical evaluation and weighting by the candidate’s colleagues and by the administrators and committees acting upon the decision. While an important refereed publication in a prestigious professional journal would obviously carry great weight, it is recognized that a significant professional contribution might also be made in an originally unrefereed form. Accordingly, the department does not consider it appropriate to summarily exclude such publication from consideration in the personnel process. On the other hand, reviews and letters to the editor which in and of themselves do not make a contribution to knowledge would not come under this department’s definition of publication.

Since prestigious publication sometimes involves a long delay between submission and appearance in permanent form, the department does not consider it appropriate to hold up promotion for instance, until actual release in print or other permanent form. Thus credit for publication would be considered if firm acceptance for publication is confirmed and the material is made available for evaluation.

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional contributions since previous promotion are also expected for subsequent promotion.

In conclusion it should also be noted that professional activity which is inadmissible for consideration as publication under this policy (such as consulting which does not result in output available to the public) is still to be considered and evaluated under other categories of professional accomplishment.

D. Contributions to the University and Community Service

Evidence of the faculty members contribution to the university and community as outlined in the Administrative Manual shall include, but not be limited to:

1. The enumeration of accomplishments such as active memberships on committees, boards, etc., provided by the faculty member.
2. Comments from faculty and students concerning the quality of the work performed by the faculty member being evaluated (work in faculty affairs, student advisement and community service to be included).
3. Positions of responsibility held by the faculty member such as chairing committees, subcommittees, ad hoc committees or boards.
4. Any reports, drawings, computer programs, video tapes, etc., prepared by the faculty member pursuant to university or community service.
5. Any letters of commendation that might be received.

E. Professional and Personal Responsibilities

The senior tenured faculty have all been asked to observe, where possible, the work of probationary faculty and faculty being considered for promotion. The knowledge gained shall be shared and discussed in a closed meeting of the senior tenured faculty. Specifically the discussion shall consider those personal and professional responsibilities outlined in Section 604 of the Administrative Manual.

Policy on Evaluation of Tenured Faculty

Purpose: To assist faculty members in the improvement of their teaching effectiveness.

Procedures for Evaluation

1. Frequency of Evaluation

The review will normally occur at 5-year intervals; however, the review committee for an individual faculty member may recommend a shorter interval for that faculty member. A review for promotion will be counted as a review for this purpose.

2. Identification of Faculty Members Scheduled for Evaluation

One-fifth of the affected faculty members will be evaluated beginning with the person who has been in rank the longest.

3. Calendar for Evaluation

The evaluation will occur after the normal personnel cycle and before the end of the academic year.

4. Evidence to be used in Evaluating Instructional Performance

Teaching effectiveness shall be evaluated by examination of the student evaluation of faculty poll by the department chair, by classroom visitations, by conversations with students, by discussions with faculty members other than those designated for classroom visitation who may have observed the performance of the faculty member being evaluated and by the committee's review of materials such as course outlines, explanation of teaching methods, exams, student evaluations, etc., submitted by the faculty member.

5. Documents to be Available to Reviewers

The faculty member under consideration will be requested to submit information similar to that which is required for other personnel considerations. Only the department chair shall have access to the Personnel Action File.

6. Selection of Review Committee

The Department Chair will be responsible for the review and will chair each review committee. The Chair shall appoint at least two tenured faculty to serve on each review committee. In the event that the department chair is the one being evaluated, the review committee shall consist of two faculty members, appointed by the CECS Dean, with one of them assuming the role of chair of the committee.

7. Evaluation Conference

Following the evaluation, a meeting will be arranged with the faculty member to discuss the evaluation and, if appropriate, to suggest possible avenues for assistance. Members of the review committee may be present.

8. Preparation of the Written Evaluation

A summary of the evaluation will be given to the faculty member and a copy will be placed in his/her Personnel Action File. The faculty member may submit a written response within two weeks, which shall be attached to the summary report.

9. Student Participation

The Chair of the Student Branch of the Institute of Electrical and Electronics Engineers shall be consulted before the implementation of this procedure and during reviews of this procedure.

The student poll shall be used as outlined in Section 4.

The chair or review committee shall make no other formal solicitation of student input.

10. This procedure shall be reviewed yearly at the same time as other personnel procedures.