


Date: October 27, 2009

To: Department Personnel Committee Chairs


From: William Whiting, Chair
Personnel Planning and Review Committee

Re: Department Procedures for Periodic Review of Tenured Faculty (Post Tenure Review)

The purpose of this memorandum is to provide you with an update on the provision in Section 600 of the *Administrative Manual* related to Periodic Review of Tenured Faculty (“Post Tenure Review”).

In Spring 2008, the Faculty Senate passed and President Jolene Koester signed approval of a provision in Section 600 related to Post Tenure Reviews. For the most part, this section spells out the provisions of the Faculty Collective Bargaining Agreement related to periodic review of tenured faculty, in an easy to locate reference. Additionally, the new Section 645 establishes a campus process for review and approval of new or revised department procedures.

Many department procedures currently in place may be out of date and in conflict with both Section 600 and the Faculty Contract. We are therefore encouraging departments, who did not do so during the 2008-09 Academic Year, to review their Post Tenure Review procedures this year and to submit them for approval through the usual process: Department approval, approval by the Dean, and final approval by PP&R.

For your convenience, the process for review and approval of Department Post Tenure Review procedures is set forth below in its entirety:

645.6 Departments may establish additional policies and criteria consistent with the criteria described in this section.

1. Department criteria for review of tenured faculty shall be reviewed and approved by the tenured and probationary faculty in the Department. The criteria shall be submitted to the College Dean for review and approval and to the Personnel Planning and Review Committee for final review and approval for consistency with Section 645 and the Faculty Collective Bargaining Agreement. PP&R may designate the Chair of PP&R to review the criteria and approve on behalf of PP&R.
2. 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. Procedures not forwarded to and approved by 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.

We appreciate your assistance in review and revision of department procedures. If you have any questions regarding this matter, please contact me at Ext. 4917 or the Office of Faculty Affairs at Ext. 2962. Additionally, if you need to review a copy of your current procedures, please contact Rian Medlin in the Office of Faculty Affairs at rian.medlin@csun.edu.

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cc: Department Chairs
College Deans