


Date: May 22, 2019

To: College Deans
Chairs of College and Department Personnel Committees with
2nd-Year Probationary Faculty Members
Chairs of Departments with 2nd-Year Probationary Faculty Members
2nd-Year Probationary Faculty Members Under Review


From: James Mackin
Interim Associate Vice President, Faculty Affairs

Subject: Calendar and Procedures for Personnel Considerations of Second-Year Probationary Faculty Members

The thirty-six (36) faculty members who will be serving their second year of probationary service during the 2019-20 academic year must be reviewed at the Department level by Friday, October 25. The review process for these faculty members is summarized in Appendix A. More detailed information is contained in *Section 600 of the CSUN Administrative Manual*, pages 51-67. As a reminder, written evaluations and recommendations must be made available to faculty members ten (10) days before they are placed in the Personnel Action File.

The relevant sections of the *Administrative Manual* dealing with Personnel Files are on pages 10-15 (Section 606). The individual faculty member should note that he or she has the responsibility for preparing the Professional Information File, with assistance from the Department Chair.

The *Faculty Collective Bargaining Agreement* section on Personnel Files contains provisions that affect CSUN practices concerning files. I encourage you to review in particular provisions 11.4, 11.5 and 11.7 before you begin the review process. Keep in mind that the *Faculty Collective Bargaining Agreement* dictates that the Personnel Action File must include the faculty member's résumé as well as an index of supporting materials prepared by the faculty member.

The Department Chair or Department Personnel Committee should inform the faculty member of the deadline date by which the Professional Information File must be submitted. (Section 612.5.2.b., page 25). The submission deadline should provide sufficient time for review of the Professional Information File by the Department Chair and Department Personnel Committee prior to their deadline of October 25th.

Department Chairs and Department Personnel Committees must submit their recommendations to each candidate by October 25th and they must forward all recommendations to the Dean ten (10) days later. In each case, the recommendation will be one of the following: (1) the faculty member should be reappointed for another probationary year in 2020-21, (2) the faculty member should be granted tenure with the

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beginning of the 2020-21 academic year, or (3) the faculty member should be terminated at the conclusion of the 2019-20 academic year.

If you have questions on any of these matters, please contact me at Ext. 2962 or via e-mail at james.mackin@csun.edu.

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Attachments: Appendix A (The Review Process)
Appendix B (Résumé Form)
Appendix C (Calendar)
List of second-year probationary faculty (College Dean; Chairs,
College Personnel Committees; Chairs, Department Personnel
Committees; & Department Chairs)
Grid for reporting recommendations on second-year probationary
faculty (College Deans only)

Appendix A: The Review Process

CONSIDERATION AT THE DEPARTMENT LEVEL

1. **Meeting Between the Faculty Member and the Department Personnel Committee.**

Section 631.2 (page 51) of the *Administrative Manual* states:

Prior to submitting its recommendation, the Department Committee shall invite each faculty member under consideration to meet with the Committee to elaborate upon material in the Personnel Action File and the Professional Information File, or to answer questions that may exist.

2. **Consultation Between Department Chair and Department Personnel Committee**

Section 634.1 (page 58) of the *Administrative Manual* states:

There shall be consultation between the Department Personnel Committee and the Department Chair. The Department Personnel Committee shall, whenever possible, consult with the tenured members of the Department.

3. **Notification to the Faculty Member.**

Sections 635.2.1 and 2 (page 59) of the *Administrative Manual* state:

The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).
2. a. Notification

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendations to their campus mailboxes and mention that they may request an electronic copy.

b. Response

The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation, before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. Based on the written response and/or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

CONSIDERATION AT THE COLLEGE LEVEL

1. Deliberations of the College Personnel Committee and the College Dean.

Between November 4th and December 2nd the College Personnel Committee and the College Dean shall review the Department recommendations and other relevant materials and each shall arrive at a recommendation on retention, tenure, or termination for each second-year probationary faculty member. The faculty member's Professional Information File, submitted for review at the College level, must be identical to the file reviewed at the Department level, unless the provisions permitting addition of materials have been fulfilled. (606.1.1.b., pages 10-11).

Material submitted after November 4, 2019, must have the approval of the College Personnel Committee and shall be limited to items that became accessible to the candidate after the close of Department deliberations (such items may include publication acceptances, notices of awards, lecture invitations, or like materials). (Section 606.1.1.b., pages 10-11).

2. Notification to the Faculty Member.

No later than December 2nd, the College Personnel Committee and the College Dean, separately and in writing,

“[S]hall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2-632.6. The written evaluation also shall include a specific recommendation...”
(Section 635.2, page 59)

“A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendations to their campus mailboxes and mention that they may request an electronic copy. (Section 635.2.2, page 59).”

3. Right to Appeal.

No later than December 16, 2019 the faculty member may, in writing, appeal a negative decision or committee judgment resulting from a tied vote made at the College level to the Personnel Planning and Review Committee.

THE PROVOST AND VICE PRESIDENT'S DECISION

1. The President has designated the Provost and Vice President for Academic Affairs to make final decisions on retention, tenure, and promotion.
2. Notification of the Provost and Vice President's Decision to the Faculty Member.

No later than February 14, 2020, the Provost and Vice President for Academic Affairs will notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2019-20 academic year.

Appendix B:

RÉSUMÉ

(see also Section 632 (p. 52-57) of the CSUN Administrative Manual)

Date _____

Name _____ Department _____

I. PROFESSIONAL PREPARATION.

- A. List degrees, years of completion, and granting institutions
- B. Relevant experience
 - 1) Indicate all teaching experience (whether full-time or percent of part-time), showing rank(s), institution(s), and date(s) of service. If promoted at a prior institution show date of promotion. Indicate rank and date of appointment at CSUN.
 - 2) Other related employment or experience - indicate all experience relevant to teaching, librarianship, or counseling, including date of employment, employer, and nature of duties performed.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS.

Teaching effectiveness is a primary criterion for tenure as well as promotion to any rank. Evaluation of teaching effectiveness shall be based upon class visits by the Department Chair and the Department Personnel Committee or their designees, student evaluations of teaching effectiveness, course syllabi, and other sources of evidence of teaching effectiveness deemed appropriate by the Department. Librarians should provide evidence of effectiveness in librarianship and counselors (SSP-ARs) should provide evidence of effectiveness in counseling.

III. CONTRIBUTIONS TO THE FIELD OF STUDY.

- A. Scholarly creative activity (e.g., performances, exhibits, and creative work) beyond terminal degree. Please indicate dates of completion. (Back-up material in supporting file).
- B. Publications - Please indicate dates and complete bibliographic detail. (Back-up material in supporting file).
- C. Participation in professional organizations, institutes, etc. (Back-up material in supporting file, if available).
 - 1) Memberships in local, state, or national organizations, and offices held in such organizations.
 - 2) Attendance at professional meetings (since date of appointment or last promotion).
 - 3) Presentations of research or other participation before professional groups
- D. Pioneering work in profession (organizing professional group, promoting reforms, developing new fields, etc.).

IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY.

- A. Effective participation in faculty and student affairs at various levels - University, College, Department. (Include description of contributions in supporting file).
 - 1) Memberships in departmental committees
 - 2) Memberships in college committees
 - 3) Memberships in all-university committees or governing bodies
- B. Student Advisement and Counseling
- C. Community Service (Include description of contributions in supporting file).

This is a suggested form for you to follow. It is not expected that evidence will be listed in each and every category.

Appendix C:

**2019-20 ACADEMIC YEAR CALENDAR OF PERSONNEL ACTIONS
AND PROCEDURES FOR SECOND-YEAR PROBATIONARY FACULTY MEMBERS**

October 25 (Fri) or earlier - Department Chairs and Department Personnel Committees will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

November 4 (Mon) or earlier - Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention of second-year probationary faculty members. The Dean will transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.

December 2 (Mon) or earlier - The Dean and College Personnel Committee will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

December 12 (Thurs) or earlier - College Deans will forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.

December 16 (Mon) or earlier - Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.

January 2 (Thurs) or earlier - Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.

January 24 (Fri) or earlier - The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.

February 5 (Wed) or earlier - The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

February 14 (Fri) or earlier - The Provost and Vice President for Academic Affairs will notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2019-20 academic year.